EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

STUDENT-ATHLETE HANDBOOK

2018–2019
Welcome to the 2018-19 year of athletic competition at Embry-Riddle Aeronautical University. As a student-athlete at Embry-Riddle, you will have amazing opportunities, as well as great responsibilities. This Student-Athlete Handbook is your best resource, along with the guidance of your coaches and Athletics staff, to help you make the most of your experience as a member of the Embry-Riddle Eagles family.

All student-athletes are responsible for knowing and complying with the information contained in this Student-Athlete Handbook, as well as all Sunshine State Conference and National Collegiate Athletic Association rules, the Embry-Riddle Code of Conduct and ERAU Student Handbook information. Please note that the Student-Athlete Handbook may be updated and policies may be revised as necessary during the year. Updates will be posted to the website at http://erauathletics.com. We recommend checking the website regularly.

If you have any questions about Embry-Riddle University or the Embry-Riddle Eagles Athletic program rules & policies, please ask your coach or any member of the Athletic staff. We are here to support you and we want you to have a great experience. Your success is our goal.

Student – Person – Player
# Embry-Riddle Student-Athlete Handbook

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Letter from the Director of Athletics

ERAU Student-Athletes,

Welcome to Embry-Riddle and the Eagle Athletic Family! You have made a great choice and are now a valued member of an outstanding academic institution with a wonderfully successful athletic program.

Over the last 29 years, more than 1,500 student-athletes, coaches and staff members have worked extremely hard to build one of the top college athletics programs in the nation. We are proud of the numerous titles earned by our individual student-athletes, our sports teams and our overall athletic program, signifying the highest level of athletic competition. We are even more excited about the fact that for 19 consecutive years our student-athletes have had a higher grade point average than the overall Embry-Riddle student population.

At Embry-Riddle, we take great pride in the student-person-player model. We want our coaches to recruit great students, who are also great people – with integrity and character – who can also compete for conference, regional and national championships. At Embry-Riddle, academic and athletic success goes hand-in-hand. We take pride in doing things the right way and treating people like family.

As an Embry-Riddle student-athlete, you will be held to a higher standard as you are a representative of your team, your coach, the athletic department and those student-athletes who have preceded you during the last 29 years. You are a role model for your teammates, your classmates and the local community.

We are excited that you are here at Embry-Riddle and we are committed to providing you with the best overall student-athlete experience that we can. Welcome to the Sunshine State Conference and the NCAA Division II!

If you have any questions for me, please stop by and see me.

Go Eagles!

John Phillips
Director of Athletics
University Mission

At Embry-Riddle, our mission is to teach the science, practice and business of aviation and aerospace, preparing students for productive careers and leadership roles in service around the world.

Our technologically enriched, student-centered environment emphasizes learning through collaboration and teamwork, concern for ethical and responsible behavior, cultivation of analytical and management abilities, and a focus on the development of the professional skills needed for participation in a global community. We believe a vibrant future for aviation and aerospace rests in the success of our students. Toward this end, Embry-Riddle is committed to providing a climate that facilitates the highest standards of academic achievement and knowledge discovery, in an interpersonal environment that supports the unique needs of each individual. Embry-Riddle Aeronautical University is the world's leader in aviation and aerospace education. The University is an independent, non-profit, culturally diverse institution providing quality education and research in aviation, aerospace, engineering and related fields leading to associate, bachelor, master and Ph.D. degrees.

University Vision

Embry-Riddle will be the world's source for innovation and excellence in aerospace education and applied research.

Embry-Riddle Athletics Mission Statement

Embry-Riddle Athletics supports the philosophy of “Student-Person-Player” by developing the student-athlete intellectually, socially, psychologically, spiritually and physically in preparation for life after college. We strive to recruit, compete with and graduate student-athletes who are committed to personal growth, character development, serving the greater good of the campus and community, and embracing the ideals of the NCAA Division II Life in the Balance program. Embry-Riddle provides equitable opportunities for men and women to participate in nationally competitive athletic programs under the guidelines of the Sunshine State Conference and the NCAA.
Athletic Program Philosophy

Embry-Riddle University’s Intercollegiate Athletics Program is an integral part of the institution’s total educational experience. ERAU provides an opportunity for the student-athlete to participate in intercollegiate athletics and to enhance their preparation for a rewarding life after college.

Embry-Riddle’s Athletic Program will be conducted in a manner conducive to the “total person” concept: the development of the individual intellectually, socially, psychologically, spiritually and physically. Being involved with athletics will, ideally, help the student-athlete derive as much as possible from their education. However, the academic success of these students will be considered as paramount.

Students who participate in intercollegiate athletics are required to comply fully with all policies which apply to all students with regard to admission, curriculum, degree requirements, class attendance, personal conduct and general University standards.

Intercollegiate athletics is a competitive-cooperative area wherein individuals not only maximize their own potential, but also contribute to the attainment of team goals.

All athletic contests, practices and related activities will be conducted in compliance with the Sunshine State Conference and the NCAA.

Embry-Riddle Athletics Goals

- Offer equitable athletics participation opportunities for all student-athletes.

- Maintain a graduation rate among student-athletes equal to, or greater than, the student population.

- Maintain a grade point average among the student-athletes greater than the student population.

- Promote the health and well-being of student-athletes through proper training procedures and treatment along with adequate insurance coverage.

- Comply with all rules and regulations of the Sunshine State Conference and the NCAA.

- Provide a positive total game experience for both athletes and fans that emphasizes sportsmanship from all participants and fans during athletic contests.

- Develop teams that compete successfully at the conference, regional and national levels.
• Recruit and retain students throughout their entire tenure of eligibility and through graduation.

• Recruit and retain coaches and staff members who demonstrate knowledge and achievement in their area of expertise and display a commitment to the values of the University, the Athletic Department, the Sunshine State Conference and the NCAA.

• Increase external support for the athletic program to help increase scholarship funding, offset operational costs and enhance competitive success.

• Increase attendance at athletic events through marketing and promotional programs.

• Provide a climate which protects and enhances the physical, emotional and social welfare of student-athletes, with particular focus on diversity and inclusion.

• Promote our student-athletes’ involvement in initiatives that reach into the community, demonstrating the core values of service, learning, and passion.

• Provide our student-athletes with a wide range of educational and developmental opportunities to promote life skills, and encourage balance, resourcefulness and preparation for life after college.

Embry-Riddle Aeronautical University Diversity & Inclusion Statement

Embry-Riddle Aeronautical University is committed to being a global leader in diversity and inclusion in higher education. We continually strive to recognize, respect and celebrate the differences and cultural identities among individuals as we recruit, support, and embrace our diverse community. We work to provide a safe environment where self-expression is welcome. We strive to create a campus climate free of discrimination so that networks, partnerships and cultural competency continue to be fostered through leadership, integrity, care and respect. We are Embry-Riddle.”

Embry-Riddle Athletics Commitment to Diversity

The Embry-Riddle Athletic Department embraces our University’s commitment to diversity and inclusion. Embry-Riddle Athletics is committed to providing equal opportunities for men and women to compete in intercollegiate athletic competition. We strive to create an athletic program environment that promotes the development of personal character by recognizing the uniqueness of the individual athlete and celebrates the strengthening of our program through the inclusion of all participants. Our commitment to Diversity & Inclusion is reflected in ERAU Athletics policies, procedures and programs. Our goal is to create and maintain an atmosphere of respect and integrity, where all student-athletes, Athletic staff and coaches feel welcome, valued and safe.
The Braddock Foundation

The Braddock Educational Support Team, The BEST Program, is funded through the generous support of the Braddock Family Foundation. The Robert and Lois Braddock Charitable Foundation was founded in 1990 to effectively address problems of human need. The Foundation directs its funding efforts toward projects that enhance the well-being of children, youth, the elderly and veterans. The Foundation is dedicated to assisting these groups in the areas of basic life necessities, education, job training, rehabilitation, and environmental issues that have an impact upon people’s lives.

The BEST Program, was established during the 1999-2000 academic year by Cherie (Braddock) Keemar and her husband Michael to help support one of the major visions of the Embry-Riddle Athletic Department: to develop student-athletes academically, socially, spiritually and physically for life after their athletic careers through a well-rounded education. Sadly, Embry-Riddle and the Eagle Athletics program lost a dear friend on April 10, 2004, when Michael Keemar was tragically killed in an airplane accident. His legacy at Embry-Riddle is firmly established, however, and we will continue to honor his character, commitment and passion for excellence through the BEST Program. Cherie Keemar still lives in the Daytona area and is a strong supporter of the Eagle Athletics program. We are proud and grateful to call Cherie Keemar our friend and a member of our Eagle family. We strive to honor Cherie’s goal and that of the Braddock Family Foundation:

“To make our world a better place by touching lives in your local community and, in turn, making a difference globally.”

NCAA Division II and the Sunshine State Conference

Embry-Riddle Aeronautical University was accepted for membership in the National Collegiate Athletic Association, Division II and the Sunshine State Conference in the summer of 2017. With this transition, Embry-Riddle Athletics began an exciting new era of competitive excellence in all aspects of our program. The Sunshine State Conference is one of the most athletically successful conferences in the nation and also ranks among the best for academic excellence.

Embry-Riddle Athletics embraces the NCAA Division II philosophy of recognizing student-athletes for their academic success, athletic contributions and campus and community involvement. We believe in the Division II attributes of Learning, Service, Passion, Sportsmanship, Resourcefulness, and Balance.

With our acceptance to NCAA and the Sunshine State Conference, ERAU added the sports of Men’s and Women’s Lacrosse and Men’s and Women’s Rowing. ERAU Athletics now provides intercollegiate athletic competition opportunities to over 400 student-athletes in 20 sports.
The Positive Game Experience

Embry-Riddle Athletic events can be the “front porch” to our University for many community members, as well as a great way to build school spirit among our students, faculty & staff. We want to provide every spectator, every fan, every student, as well as every student-athlete with the most positive experience possible. We pledge to:

- Welcome fans with friendly, courteous staff.
- Provide a lively and energetic atmosphere and encourage fan involvement.
- Confront inappropriate and disruptive fan behavior.
- Provide clean and comfortable facilities.
- Provide convenient, affordable and properly prepared concession food.

Student-Athlete Advisory Committee (“SAAC”)

Mission Statement

The mission of Embry-Riddle’s Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunity, fostering open communication between student-athletes and athletic administrators, protecting student-athlete welfare, promoting a positive student-athlete image, encouraging school spirit, improving the day-to-day life of all student-athletes through activities and social events, and serving the greater good of the campus and community through service and engagement.

Purpose

The purpose of SAAC at Embry-Riddle is to promote effective communication among student-athletes, Athletics staff, coaches and University faculty & staff in an effort to address athletic, academic and personal well-being issues. It functions to provide feedback and insight into the student-athlete experience and to offer input on the rules, regulations and policies that affect student-athletes’ lives. In addition, SAAC representatives are responsible for creating and enhancing unity among student-athletes, the student-body, Embry-Riddle faculty & staff and individuals in the community. Further, it facilitates the involvement of student-athletes in campus and community engagement projects, while also promoting the NCAA Division II Life in the Balance program.
Membership

Membership in SAAC will be composed of one representative from each intercollegiate sport and co-ed cheerleading. Each member is responsible to be the liaison between their respective team and the SAAC. The head coach will be responsible for choosing their team’s SAAC representative on an annual basis.

Qualifications & Expectations

Requirements for members of SAAC include the following:
- Maintain academic eligibility and be in good standing with the University;
- Attend all meetings unless a circumstance arises that can’t be changed;
- Take an active leadership role in the meetings;
- Communicate with respective team members, listening to and noting issues that affect student-athlete welfare;
- Represent the teams’ views and concerns and communicate those at meetings;
- Report on committee meetings to the team and coaching staff, informing them of upcoming events and issues discussed;
- Be a positive advocate of the Athletics program and University, representing your teammates in a first-class manner;
- Promote the mission of the Athletics program and be an active participant in campus and community engagement projects chosen by SAAC.

Executive Committee

The Executive Committee will consist of the President, Vice-President, Secretary/Treasurer, Athletic Staff liaison, and Senior Woman Administrator. The Executive Committee is responsible for establishing committees at the beginning of the year or as-needed based on departmental and University priorities. No single sport or gender will occupy all positions on the Executive Committee.

President
- Calls and presides over all meetings;
- Regularly communicates with the Executive Committee and all SAAC members;
- Serves as the official representative of the Executive Committee.

Vice-President
- Assumes all responsibility in the absence of the President;
- Creates reports on SAAC activities, goals and accomplishments, including community engagement service projects;
• Maintains committee member list, including phone numbers and emails.

Secretary/Treasurer
• Keeps all meeting minutes, creates agendas, takes and tracks attendance;
• Communicates all relevant information to SAAC members;
• Sends SAAC minutes to all Athletics coaches and staff, and other University personnel if necessary;
• Prepares and maintains an accurate record of all fund-raising activities and the disbursal of those funds as directed by the Executive Committee.

Executive Committee Elections

Elections are held each April for the next school year. Head coaches will appoint their team’s representative in April each year for the upcoming school year. Those representatives will attend the April meeting to elect Executive Committee members for the next school year. All SAAC Executive Committee officers will hold their positions for one academic year and are eligible to be re-elected for a second term.

Meetings & Attendance

The SAAC will meet once a month. Special meetings may be called as the need arises. The Executive Committee may also meet in addition to regularly scheduled monthly SAAC meetings. The President will be responsible for calling Executive Committee meetings. A quorum for the Executive Committee is a simple majority (3 members).

It is expected that SAAC members will attend all meetings unless excused by the President. One excused absence per semester will be allowed, in which case the individual will send a team representative in their place. If a member misses more than one meeting in a semester, the Executive Committee has the right to determine their continued standing on the SAAC and may be asked to step down from their leadership role on the SAAC.

2018-19 Student-Athlete Advisory Committee

<table>
<thead>
<tr>
<th>Men’s Soccer</th>
<th>Tim-Frederik Lang</th>
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<tbody>
<tr>
<td>Women’s Soccer</td>
<td>Maria Schmiedhofer</td>
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<tr>
<td>Volleyball</td>
<td>Olivia Roa</td>
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<td>Men’s Cross Country</td>
<td>Calahan Warren</td>
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<tr>
<td>Women’s Cross Country</td>
<td>Sarah Edens</td>
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<tr>
<td>Men’s Basketball</td>
<td>Nashad Mackey</td>
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<tr>
<td>Women’s Basketball</td>
<td>Jessica Savage (Vice Pres.)</td>
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<tr>
<td>Baseball</td>
<td>Dominic Jeancola</td>
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Student-Athlete Feedback

At the conclusion of each sport season, all student-athletes are given the opportunity to provide feedback regarding their overall experience by completing a survey. Student-athletes are strongly encouraged to provide honest feedback regarding areas including coaching, facilities, sports medicine, academic support, diversity and a variety of other topics that impact the total student-athlete experience. At the conclusion of their academic career or their athletic eligibility, graduating seniors are given a separate opportunity to provide feedback regarding their overall experience as a student-athlete. This opportunity is typically by way of focus groups or individual interviews. All surveys are anonymous and the Athletic Department uses the feedback to help improve programs and services. The Student Athlete Advisory Committee is asked to review the content of the end-of-season surveys, as well as the Student-Athlete Handbook. Suggestions and comments are used to improve the process each year.
Student-Athlete Responsibilities

Communication

The University officially communicates with students through the University email system. **The ERAU Athletic Department requires all student-athletes to check their University email account daily and respond to all requests and notifications as appropriate.** Other news regarding ERAU Athletics may be posted on the ERAU Athletics website, erauathletics.com, ERAU Athletics social media, or coaches’ announcements. Student-athletes are responsible for staying current on Athletic Department published policies and events.

Academic Responsibilities and Policies

As a student-athlete, you assume the ultimate responsibility to achieve excellence in the classroom. In order to compete as an athlete, you must maintain academic eligibility as outlined by the NCAA and Embry-Riddle Aeronautical University. You must be actively involved in your academic progress each semester. Beyond maintaining minimum standards, however, you have an enormous opportunity to achieve success in the classroom by taking advantage of every resource and support service available to you. As a student-athlete you are expected to:

- Abide by all University policies regarding academic honesty and integrity.
- Choose a degree program and work to successfully pursue and complete your degree.
- Attend all classes and be proactive with instructors regarding absences due to team travel.
- Meet with your academic advisor to ensure that you are actively and appropriately progressing in your degree.
- Use the resources provided by the Athletics Department through the BEST Program, Academic Advancement Center, and other resources to get the help you may need. Attend all study hours required by your coach or Athletics.

Academic Eligibility – Progress Towards Degree

All student-athletes must maintain eligibility requirements for athletic participation and financial aid established by the NCAA, Sunshine State Conference, and Embry-Riddle University. If a student-athlete fails to meet the NCAA minimum academic requirements, they may not compete and their athletic scholarship may not be renewed. To maintain eligibility, a student-athlete **MUST:**
- Be in “Good Academic Standing”. Academic Probation is **not** considered good academic standing.
- Be enrolled full-time (a minimum of 12 credits hours during the regular fall and spring terms).
- Successfully pass 24 credit hours within the calendar year (from the start of one academic year to the start of the next, including fall, spring and summer).
- Achieve a cumulative GPA of 2.0 prior to the fall semester to be eligible for the next season of competition.
- Successfully pass at least nine (9) academic credit hours the preceding regular term in which the student-athlete has been eligible for competition in order to participate the next semester.
- Officially declare a major by the start of their fifth full-time semester in residence.
- Once a student-athlete has been declared academically eligible at the start of the fall semester, if the student’s cumulative GPA drops below of 2.0 for one semester, the student will be placed on Academic Warning.
- A student who has a cumulative GPA of less than 2.0 for two (2) consecutive semesters will be placed on Academic Probation. **A student-athlete on Academic Probation is not eligible to compete as a member of an intercollegiate athletic team.**
- A student who has a term GPA of less than 1.0 will be placed on Academic Probation. A first-semester student who has a term GPA of less than 1.0 will be placed on Academic Probation, and will be required to meet with the Department Chair to develop a plan of study.
- A student who has a CGPA of below 2.0 for three (3) consecutive semesters will be suspended from the University.

For the complete policies regarding Academic Warning, Probation and Suspension, go to: https://ernie.erau.edu/Departments/provost/Documents/APU%20University%20Policies/APU-27%20Academic%20Probation%20Suspension%20and%20Dismissal.pdf

**Class Attendance/Missed Class Policy**

It is the policy of the Embry-Riddle Athletics Department that student-athletes must attend all classes and labs unless otherwise excused by the individual course instructor. Students who miss class due to illness or other circumstances are subject to the attendance policy of the individual course and instructor. The Dean of Students office can assist students with verification of absences due to emergencies or special circumstances. Student Health Services can also verify medical visits for instructor
notification. Unexcused absences may result in athletic penalties. Coaches may have their own rules and guidelines to adhere to regarding unexcused absences.

**Team Travel** – Excused absences related to official team travel and competition must be verified to the course instructor through a letter from the campus senior academic officer, the Vice Provost of Academic Support. This letter, provided by the Athletic department and available from each head coach, documents for instructors the team travel schedule for the semester. Students are responsible for all course work that is missed due to an excused absence. Professors / instructors are requested to allow missed classes for athletic commitments, however, due to the nature of some courses or program curriculums, some courses have very strict attendance policies, where absences, regardless of circumstances, may not be excused and may affect the outcome of a student’s grade. The student-athlete’s advanced communication, attitude, as well as promptness with all missed course work, will provide the most successful management of team-related class absences without penalty from instructors. It is important to refer to each course syllabus when creating a class schedule.

**NOTE:** It is the responsibility of every student-athlete to discuss their team travel schedule with their instructors at the beginning of each semester and notify their instructors in writing of specific trips at least one week in advance of travel.

**Student-Athlete Process for Dropping Classes**

All student-athletes have an **Athletic Eligibility Hold** on their ERNIE account at all times. This does not prevent student-athletes from registering or adding classes, however, it does prevent students from dropping classes without approval from the Athletics Department. All student-athletes are strongly encouraged to talk to their academic advisor, their coach and Financial Aid before dropping any class. Dropping classes can negatively impact athletic eligibility, scholarships and other forms of financial aid. Student-athletes should consider all information before making a decision.

**Student-athletes MUST have approval from the Athletic Department to drop any class at any time. See the instructions below for the specific process:**

**During Registration and through the first five (5) days of class (fall & spring)**

If a student-athlete needs to drop a class during the registration period and through the first five (5) days of class, student-athletes must:

1. Complete a **Change of Registration Form** available from the **Ernie Central** office and the Athletics Department.
2. Obtain the signature of Sonja Taylor, Executive Director of Student-Athlete Support or Mea Felps-Darley, Director of Compliance at the Athletics Department.
3. Return the form to Ernie Central, located on the first floor of the Student Center.

After the Fifth (5th) Day of Class (fall & spring)

After the fifth (5th) day of class for fall and spring semesters (3rd day of class for summer), ALL dropped classes must be completed using a Change of Registration Form. This form can be obtained from the Ernie Central office or Athletic Department. Student-athletes must:

1. Talk to Financial Aid
2. Have the Change of Registration Form signed by:
   - The instructor
   - The academic advisor
   - The Athletics Department Representative (Sonja Taylor or Mea Darley)
3. Return the signed form to the Ernie Central office, located on the first floor of the Student Center.

Important things to remember:

All student-athletes must be registered full-time, in at least 12 credit hours, to be athletically eligible. If you drop below 12 hours, your athletic eligibility will be impacted immediately and you will not be able to practice or compete. Please consider carefully and consult with your Coach or the Athletic Department before making a decision.

Student-Athlete Records & Confidentiality

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, known as the Buckley Amendment, it is the policy of Embry Riddle Aeronautical University that student educational records will not be released without appropriate authorization from the student. Students who wish to give others (such as parents) access to their records may login to the ERNIE (Embry-Riddle Network for Information Exchange) portal, go to “Student Center,” find their “Personal Information” section, and complete “Auxiliary Access” to designate up to three individuals to access their student records. At its discretion, the University may disclose certain items of directory information without the consent of the student, unless the student submits a written nondisclosure request. Directory information consists of student name, ERAU e-mail address, ERAU Box address, campus or college attended, course of study and areas of specialization, dates admitted, attended, and graduated, enrollment and class status, degrees sought or earned and dates received or anticipated, awards, honors, and special programs or recognitions, and – for student athletes and scholarship recipients – the ERAU ID photograph. Additionally, the following may be included as directory information, but is only released for compelling reasons and only with
advance approval of the Registrar, Dean of Students or their designee: address, telephone number, non-ERAU e-mail address, date of birth, factual disciplinary history, and information from public sources. As officials of the University, your coaches, Athletic staff, faculty and administrators may have access to your educational records, such as grades, for the purpose of advising and guiding your success.

**Academic Support - The BEST Program**

Academic support is available to student-athletes through the BEST Program (Braddock Educational Support Team) and is in place to help student-athletes manage their academics primarily through tutoring, supplemental instruction and academic counseling. Working in partnership with the campus Academic Advancement Center, student-athletes have access to group tutoring in Mathematics, Physics, Chemistry, Writing, Engineering, Business and Finance courses. The BEST Program provides academic enhancement study tables, where tutors are available six days per week throughout the semester, including five nights until 9 p.m.

It should be noted that the BEST Program has high expectations and goals and is rooted in the belief that student-athletes can benefit greatly from academically structured environment. Study Tables are a learning environment intended to supplement the student-athletes’ own study and class preparation. It is not meant to be a replacement for class attendance. Study Table and tutoring sessions take place on campus in the Academic Advancement Center in the College of Arts & Sciences building, first floor, east side. Hours of operation are:

**MONDAY – THURSDAY 9 a.m. – 9 p.m., FRIDAY 9 a.m. – 3 p.m., SUNDAY 6 p.m. – 9 p.m.**

The Academic Advancement Center consists of a general study area, a Math Lab, Physics/Chemistry Lab, Writing Lab, Computer Lab, and other tutoring opportunities available on a nightly basis. Supplemental Instruction sessions in various Math and Physics courses are typically offered each semester and are announced at the beginning of each term.

Some student-athletes may be identified as being eligible for “Focused Tutoring.” These student-athletes may be identified by athletics staff or may come forward on their own to request more focused and individualized tutoring. Student-athletes may be deemed eligible for focused tutoring when certain criteria are met. Student-athletes must have already attempted group tutoring, have documented unsatisfactory grades in the designated course(s) at “early alert” and/or “mid-term” and/or have a previous failure in the course. Student-athletes are expected to first talk with their professors and utilize group tutoring through the Academic Advancement Center labs before requesting individual Focused Tutoring. Focused Tutoring is limited and cannot be guaranteed to all student-athletes, however, every attempt will be made to help
student athletes obtain support. Student-athletes who are assigned to Focused Tutoring MUST attend every scheduled session or privileges will be discontinued.

**BEST Program Objectives**

The BEST Program has the following objectives:

- Encourage and monitor the academic performance of student-athletes.
- Provide focused tutoring for student-athletes who need additional assistance.
- Provide structured environments where student-athletes can complete class work assignments.
- Provide a model for student-athletes to learn proper study habits.

**Academic Advancement Center Policies**

- Must bring Eagle Card to sign into Study Hall.
- No Social Networking allowed.
- No food permitted at any time.
- Student-Athlete is required to keep track of their time.
- Student-Athlete must work on school related material at all times.
- Student-Athletes are expected to arrive on time for all tutoring sessions and be ready to work when appointments are made with tutoring support staff.

*Failure to comply with all Academic Advancement Center policies may result in disciplinary action.*

**Academic Progress Cards**

Student-athletes may be required to submit completed Academic Progress Cards their coach, if deemed necessary based on academic performance or absences. From these cards, course progress and unexcused absences will be monitored through the consultation with the Head Coach.
Please note, at the beginning of each semester, it is the responsibility of the student-athletes to advise their instructor that progress card completions will be required by ERAU Athletics. It is recommended that student-athletes contact instructors during their scheduled office hours to have Progress Cards completed. The Progress Card helps ensure that student-athletes are making satisfactory progress in their courses and meeting the academic guidelines set by the University.

Early Alert & Mid-Term Grades

Students-athletes are strongly encouraged to check their grades regularly. Early Alert and Mid-Term grades can be checked at various points in the semester to indicate how students are doing in each class. Progress is indicated by “S” for satisfactory, “U” for unsatisfactory, and “UX” for unsatisfactory due to lack of attendance. Student-athletes can check grades by logging into their ERNIE, click the “Student Services” tab in the top right corner, then click “Student Center” in Campus Solutions. Select “Grades” in the drop down box menu next to your schedule on the left.
Academic Support Services

Supporting the academic success of student-athletes is among the highest priorities for ERAU Athletics. Helping student-athletes find the support they need when academic challenges arise is our ultimate goal. Student-athletes are encouraged to take advantage of all resources available to them on campus. The following are among the resources for student-athletes and all students:

Where to Go for Help:

- **The Academic Advancement Center** – Located in the College of Arts & Sciences building, Room 101. Providing tutoring in Math, Physics, Chemistry, Writing, ES/EGR courses. Supplemental Instruction sessions are also offered weekly.
- **The College of Business Study Center** – Located in the COB, Room 271. Provides tutoring in Business, Finance, and Management, Economics courses, general use computers and general study areas.
- **The Aviation Learning Center** – Located in the College of Aviation, Room 144. The ALC is staffed with tutors to assist students with all pilot training courses, as well as upper level Aeronautical Science courses.
- **First Year Programs** – Located in the College of Business, east side, suite 115, under the blue awning. FYP provides academic advisors who can assist students with questions and problems related to their academics. FYP also provides group tutoring in the evenings in subjects such as Math and Physics. Students can visit the office or contact FYP by calling 386-226-7073 or email at dbfyprog@erau.edu
- **Disability Support Services** – Student-Athletes with a documented learning disability, such ADHD, may request academic support services through the Disability Support Services office, located at the campus Wellness Center. Students must be registered with the office to receive services. Policies related to DSS are found on page 43 of this manual.
- **The ERAU Counseling Center** – Often student-athletes struggle with academics due to personal stress or test anxiety. The ERAU Counseling Center provides individual counseling to help students cope with the rigors and challenges of college life. Student-athletes may contact the Counseling Center directly at 386-226-6035 or work with their coach to set up an initial meeting.
- **Faculty Athletics Representative** – The FAR, Dr. James Pembridge, works closely with ERAU Athletics on academic matters and can assist student-athletes with issues such as missed class time due to team travel and interpretation of academic policies.
Student-Athlete Conduct

Sportsmanship

In accordance with the Embry-Riddle Athletics Mission Statement and the NCAA Principle of Sportsmanship, Embry-Riddle Athletics is committed to promoting the fundamental values of respect, fairness, civility, honest and responsibility. We believe that athletics is an integral part of the student-athlete’s overall educational experience and strive to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

We define sportsmanship as respect for oneself, opponents, coaches, teammates, officials and property. This focus on sportsmanship is further emphasized in our initiative and desire to develop the best student, person and player. As Embry-Riddle student-athletes, coaches and staff, we have the responsibility to represent ourselves, our families, our team, our department and Embry-Riddle University with the highest level of sportsmanship and character.

Creating an environment that exhibits sportsmanship involves:

- Showing respect towards teammates, coaches, opponents, officials, and fans.
- Using appropriate language.
- Accepting results gracefully and with a positive attitude.
- Maintaining self-control.
- Refusing to cheer/jeer at opponent’s failures.
- Helping a fallen opponent.
- Handing ball to or retrieving ball for officials in a courteous manner.
- Refusing to be drawn into any physical conflict.

Embry-Riddle Code of Conduct

Philosophy: Participation in Embry-Riddle Aeronautical University Athletics is a privilege, not a right. Student-athletes at Embry-Riddle are expected at all times to conduct themselves in a manner that represents the University at the highest level, demonstrating pride, honesty, sportsmanship and integrity.

Student-Athlete Expectations: Student-athletes are expected to abide by all of the rules and policies of the ERAU Honor Code as listed in the campus Student Handbook. Student-athletes are also expected to abide by all team rules or player agreements, as dictated by coaches. Student-athletes are expected to:

- Abide by the ERAU Honor Code, including all campus and residence hall rules, community standards, policies and public laws.
• Demonstrate good sportsmanship.
• Consciously commit to being a positive role model to others through physical actions, personal behavior, and our physical representation, including how we dress and behave.
• Refrain from and be intolerant of physical abuse, harassment, intimidation and discrimination.

Student-athletes who violate team rules or who engage in misconduct resulting in serious campus disciplinary penalties including, but not limited to, disciplinary warning, conduct probation or interim suspension may be subject to separate Athletic department penalties, at the discretion of the coach and/or administration, including possible removal from a team or reduction in or loss of athletic scholarship.

Criminal Violations: Student-athletes are required to report all criminal violations of the law to the Athletic Director and Head Coach immediately. In all cases of arrest and conviction the Athletic Director and Head Coach reserve the right to mandate or enforce the following consequences (including but not limited to):

• Suspension from practice and competition.
• Dismissal from the team.
• Reduction or elimination of athletic financial aid.
• Community Service.
• Counseling.

Title IX – Sexual Misconduct

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Embry-Riddle Aeronautical University does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual’s ability to benefit from or participate in the University’s educational programs or activities. Students are asked to immediately report incidents to the Campus Safety and Security, (386) 226-6326 or Linda Dammer, the Coordinator of Title IX Compliance (386) 226-7971. Students may also report incidents to a coach, Resident Advisor, an instructor, faculty or staff member, who are each required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Counseling Center (386) 226-6035, Health Services (386) 266-7917 or Clergy (386) 266-6007. For more information about Title IX or to report a problem, go to:

http://daytonabeach.erau.edu/title-ix-compliance
Gambling

The Athletic Department supports the NCAA’s position on gambling activities, which states as follows: “The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardize the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of “sport.” Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches and institutions in fair contests, not the amount of money wagered on the outcome of the competition.”

According to NCAA Bylaw 10.3 on Gambling Activities...

“... student-athletes shall not knowingly:

a. Provide information to individuals involved in organized gambling activities concerning intercollegiate competition  
b. Solicit a bet on any intercollegiate team  
c. Accept a bet on any team representing the institution  
d. Solicit or accept a bet on any intercollegiate competition for any item (i.e. cash, dinner, shirt) that has tangible value; or  
e. Participate on any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method of employed or organized gambling. This includes fantasy sports and NCAA Tournament brackets.

Any student-athlete found to have engaged in gambling activities may also be subject to disciplinary action pursuant to bylaw 10.4

Amateur Status

It is imperative that all student-athletes understand the guidelines by which to maintain their amateur status in order to ensure continued play at the national level of intercollegiate athletics:

• Student-athlete has not received monetary or material gain for participation in their sport.
• Not signing a contract with any professional team or entering into any kind of an agreement to compete in professional athletics.
• Participating in any athletic contest as a professional or as a member of a team where the student in question receives remuneration exceeding the actual expenses of travel, meals and lodging.
• Receiving remuneration for use of name or picture to promote any product or enterprise.

Social Networking Policy

With the popularity of social-networking sites such as Facebook, Twitter, etc., the need to set guidelines to protect student-athletes has become increasingly important. These sites can pose some true dangers to their users. In an effort to educate our student-athletes and in the interest of protecting your safety and the reputation of our program and institution, the Embry-Riddle Intercollegiate Athletics program has developed the following cautions and guidelines for our student-athletes’ use of such social networking sites.

• No photos with alcohol, regardless of who the drink belongs to.
• No photos that include prospective student-athletes (recruits) whatsoever.
• No sexually suggestive photos.
• No posting of obscene or sexually explicit quotes, or photos of profane gestures.
• No posting of quotes that can be interpreted in a way that may damage the reputation of a student-athlete, team, coaches, or the University.
• No use of profanity or other language which is derogatory or disrespectful to any individual or group.
• Student-athletes must include coaches as “a friend”, so that proper monitoring of the above items may take place.

It is important that as a student-athlete, you recognize that you represent more than yourself. You represent your family, your team, coach, Embry-Riddle Athletics, and Embry-Riddle Aeronautical University. The internet is a public domain; therefore, you make the material that you post on this public domain available for the public to see. Future employers may access this information as well as stalkers, identity thieves, and other malicious individuals.

Violation of this policy may result in disciplinary action at the discretion of your coach, the Athletic Director, and/or the University administration.

Hazing

Embry-Riddle University prohibits any form of hazing. Hazing is defined as any action or situation created by individuals, groups, teams or student organizations, on or off campus that could cause or has the potential to result in harassment, emotional or physical abuse or harm, embarrassment, anxiety, ridicule, or the violation of a University rule, no matter how good the end result or intent. Examples of hazing include, but are not limited to the following:

• Paddling.
• Forced indulgence of alcohol or food.
• Forced excessive exercise.
• Indecent stunts or dress.
• Deprivation of sleep, normal sleep patterns or adequate study time.
• Physical harassment such as pushing, shoving, tickling, yelling, etc.
• Deprivation of normal amounts of food and water.
• Individual or group interrogations such as line-ups.
• Personal servitude.
• Assigning pranks.
• Forced or coerced trips i.e. “kidnaps”.
• Encouraging, pressuring, coercing or rewarding the breaking of laws, regulations or policies.

Hazing is prohibited regardless of consent, membership or affiliation (new or not). Hazing exists regardless of the knowledge and/or endorsement of the group’s members, advisor, coach, alumni or leadership. Any suspicions of the above or related activities should be reported to the Dean of Students office, the Director of Athletics, or any members of the Athletics, Student Activities or Campus Safety Staff. For additional information, please refer to Florida’s Chad Meredith Act. More information can be found at http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1006/Sections/1006.63.html

Tobacco

The Embry-Riddle Athletic department strongly discourages the use of tobacco products of all types among its student-athletes. The use of tobacco is proven to be a health hazard and is contra-indicated for athletic performance. In addition, Embry-Riddle Aeronautical University is a Tobacco Free Campus. In keeping with our core value of making our environment safer for everyone, the University prohibits the use of any tobacco product whether in the form of cigarettes, cigars, pipes, dipping/snuff, smokeless cigarettes or chewing tobacco. It is the policy of the University that tobacco products are not allowed anywhere on University owned or leased property (including buildings, parking lots, personal vehicles, etc.) Additionally, tobacco products are prohibited in all University vehicles. Any student needing assistance quitting smoking may seek personal consultation services through the Student Health Services office. Smoking Cessation classes and other resources are also available by contacting Pamela Petrone, R.N. Wellness Coordinator at 386-226-7917, or at http://www.erau.edu/db/health/index.html.
Alcohol

An individual must be at least 21 years of age to purchase, possess or consume alcohol. The use and/or possession of alcohol on University property, with the exception of approved designated areas or events are prohibited. Student-athletes are responsible for knowing and complying with the guidelines for the proper use and or possession of alcohol on campus and in the residence halls, which can be found in the Student Handbook and the Residence Hall “Community Standards” http://daytonabeach.erau.edu/campus-life/housing/policy-guide/index.html. The Embry-Riddle Athletics department reminds all student-athletes that they are responsible for their behavior both on and off campus. Poor choices involving the consumption of alcohol can lead to poor personal behavior and reflect negatively on the Athletic program and Embry-Riddle Aeronautical University. Embry-Riddle Athletics provides alcohol education and other “Life Skills” programming to help student-athletes make better individual choices regarding the use of alcohol. Student-athletes who violate campus alcohol policies or state laws will be subject to the campus judicial process as well as Athletic sanctions.

Drug Testing Policy

**Goal of Program:**
The Embry-Riddle University athletic department’s drug testing program goal is to deter student athletes from drug use and to promote healthy living. The program also reflects the Athletics Department intentions to honor the University Administration policy. The Embry-Riddle Aeronautical University (ERAU) Athletics Department does not condone the use of illegal drugs and underage alcohol consumption, and will comply with all guidelines and policy set forth in the Embry-Riddle Aeronautical University Student Handbook.

The Athletic Department believes that use of controlled substances and performance enhancing drugs, and the abuse of alcohol, threaten the integrity of intercollegiate athletics and represent a danger to the health, safety, and well-being of the student-athletes.

ERAU Drug Education and Testing Program (“Program”) will include, but is not limited to, testing for any substance on the current NCAA Banned Substance, alcohol, and smoking and chewing tobacco products. Additionally, ERAU Athletics may amend the policy at any time. The Program is separate and distinct from NCAA Drug-Testing Program.

**Program Implementation:**
All student-athletes will attend the mandatory meeting scheduled the day prior to their team physicals. At this meeting, student-athletes will:

- Provide written consent (parent/guardian if applicable) to urinalysis testing both random and on reasonable suspicion basis;
• Receive a copy of the ERAU Athletics Drug Education and Testing Program and informational material related to the program and available resources for education and testing;
• Provide written consent permitting testing information, including results, to be reviewed by the Athletic Director, Director of Sports Medicine, Team Physician, Head Coach, Dean of Students and ERAU Campus Safety.

Drug Testing Consent Form must be completed prior to the first practice/competition. Failure to comply with these requirements will be rendered ineligible for competition with the ERAU Athletics Department until completion.

**Medications and Dietary Supplements:**
It is the student athlete’s responsibility to check all over-the-counter medications, prescription medications, nutritional/dietary supplement (this includes multi-vitamins, single form vitamins, protein powders, pre/post workout, weight loss, etc.) on the Resource Exchange Center (REC) through Drug Free Sports to ensure it is safe and will not lead to a failed drug test.
1. Go to website: [www.dfsaxis.com](http://www.dfsaxis.com)
2. Click “login”
3. Select “Division II”
4. Enter password “ncaa2”
5. Select either “Dietary Supplement Inquiry” or “Prescription and Over-The-Counter Medication Database”
6. Enter your information for the answer.
7. If a prescription medication is “banned” please see a member of the Sports Medicine Staff to obtain a “Medical Exemption Form”

The ERAU Sports Medicine Staff discourages the use of over-the-counter dietary supplements. The U.S. Food & Drug Administration does not strictly regulate the supplement industry, therefore purity and safety of dietary supplements are not guaranteed. Impure substances can lead to a positive drug test. Athletes who choose to use dietary supplements do so at their own risk and should consult with a member of the Sports Medicine Staff before doing so.

**Student-Athlete Selection:**
All intercollegiate student athletes are subject to announced and unannounced drug screenings throughout the academic year either on random or reasonable suspicion basis. **Random tests shall be conducted on a minimum of 10% of the student-athlete population of each sport.** Reasonable suspicion can be defined, but not limited to, one of the following:
• Previous arrest or conviction for the use of an illegal substance.
• Seen carrying or using a substance on the banned list.
• Changes in appearance, behavior, or conduct that may be symptomatic of drug use.
• Previous positive drug test.
• Evidence of violation of rules, apparently inexplicable risk of serious harm or injury to person or property, or unsatisfactory attendance patterns coupled with specific contemporaneous physical behavior, or performance indicator of probable drug or alcohol use.

ERAU Athletics Department shall have the right to test any student athlete who is listed on the official team roster, or is participating in athletic related activities with the team. This includes student-athletes who may be academically ineligible, who are not receiving athletic related aid, who are injured, and through the end of the academic school year for seniors that have completed their season. Random selection of test candidates will be completed by Drug Free Sports. All substances on the NCAA banned substance list are subject to be measured during the screenings. All intercollegiate student athletes participating in championship or post-season events may be screened prior to or following participation in the event.

**Student-Athlete Notification:**
Student-athletes chosen for drug testing will be notified no earlier than 24 hours prior to the scheduled test date. Notification of the test date, time, and location will occur either by direct in-person contact or by direct telephone communication from the Sports Medicine Staff. Student athletes will read and sign the Drug Education and Testing Program Notification Form prior to being tested.

The student athlete will be considered positive for any of the following actions: actively avoids being notified of testing date/time, fails to show up for a drug test, fails to provide a valid sample, and / or attempts to manipulate the results of a drug test.

**Urine Specimen Collection:**

The drug screening will consist of the collection of urine samples from each student-athlete under the direct observation of a same gender collector. The collector will provide on-site specimen validity measurements for specific gravity. Drug Free Sport will then utilize a SAMHSA (Substance Abuse and Mental Health Service Administration) and/or WADA (World Anti-Doping Agency) certified laboratory to test for any substances identified as banned in the NCAA banned substance list.

The sports drug-testing collection contractor will arrive at the designated location prior to the first scheduled collection time on the test date. No phones, outside food or drinks, or bags will be allowed in the testing area. A member of the Athletics Department will remain at the collection site throughout the drug-testing event. The student athlete will provide photo identification, and sign into the station, and follow the collection contractor’s instructions in providing the testing sample. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. If the
specimen is incomplete and the athlete must leave the collection for a reason approved by the collector, the specimen must be discarded, and the process restarted. A member of the Sports Medicine Staff will supervise the testing area and student athlete until a valid sample is received. Multiple dilute test samples could result in reasonable suspicion for future testing.

Once a specimen has been provided that meets the on-site pH parameters, the collector and student-athlete will sign and certify that the procedures were followed as described by the protocol. After the collection has been completed, the specimen will be forwarded to Drug Free Sports testing facility.

**Notification of Test Results:**
The results of all drug tests will be sent to the Director of Sports Medicine through a password secure website. Typical turnaround time for tests for drugs of abuse is 24-48 hours from receipt at the SAMHS-accredited laboratory. Results for performance-enhancing drug tests are available within 14 business days of receipt at the WADA-accredited laboratory. Student athletes who test positive for a banned substance will be notified by the Director of Sports Medicine in a direct, in-person meeting. The Athletic Director, Head Coach, assigned team Athletic Trainer, Team Physician, Dean of Students office and the Director of Campus Safety will be informed of the drug test results to determine resulting consequences, and implications of future positive results.

Only student athletes receiving positive test results will be notified of drug testing results. A copy of the “Notification of Drug Testing Selection” and positive drug test results will be kept in the student-athletes confidential medical file. All parties involved in the positive drug test notification, including but not limited to those notified above, will be reminded to maintain a high level confidentiality.

**Safe Harbor Program:**
ERAU Athletics Department encourages voluntary admission of illegal drug use and abuse of alcohol and legal drugs. A student athlete eligible for ERAU Athletics Department Safe Harbor Program (“SHP”) may refer himself or herself to the SHP for voluntary evaluation, testing, and counseling. To enter the SHP, the student-athlete must notify the Director of Sports Medicine, and complete the SHP notification form. However, there are circumstances in which a student athlete is not eligible for the SHP. They include, but are not limited to the following: received a previous positive ERAU Athletics Department or Embry-Riddle Aeronautical University drug test, after drug test notification has been initiated by the Sports Medicine Department, 30 days prior to National or Conference postseason competition, and/or previously entered him/herself into the SHP at any time during their athletic eligibility at ERAU. The flight department will be notified of any active flight student that enters the SHP. The NCAA does not take into consideration
ERAU’s SHP. If selected for NCAA testing and found positive while in the ERAU SHP all NCAA penalties will be enforced.

ERAU Athletics Department will work with the student to prepare a SHP treatment plan, which may include confidential drug testing. The student athlete may be tested for banned substances upon entry into the SHP, and such a positive initial test will not result in any Athletics Department sanction except those listed in this section (the team physician may suspend the student from play or practice if medically indicated). The student athlete will be referred to the ERAU Counseling Center for substance abuse screening. The severity of the substance use will determine whether counseling services are provided on campus, or if the student is referred to an addictions specialist in the community. You will be required to complete a research paper on the substance you have entered the SHP from addressing the negative health effects. A student will be permitted to remain in the SHP for a reasonable period of time, not to exceed 30 days, as determined by the treatment plan. You will be tested during the next available testing date, outside of the 30 day SHP.

Failure to comply with the SHP treatment plan or evidence of new substance use (as determined by follow-up testing) after entering the SHP, will result in a positive drug test and be subject to appropriate sanctions as detailed by the Embry-Riddle Aeronautical University Student Handbook and ERAU Athletics Drug Education and Testing Program. The student athlete will also be removed from the SHP.

The Athletics Director, student athletes Head Coach, and the Team Physician may be informed of the student’s participation in the SHP. The athletic trainer assigned to that sport may be notified if medically appropriate. Other University employees may be informed only the extent necessary for the implementation of this policy.

Positive Test Results:
ERAU Athletics Department will honor any University positive drug test when determining the total number of positive results. For example, if student athlete “A” tests positive on an Embry-Riddle Aeronautical University drug test, and subsequently tests positive on an ERAU Athletics Department drug test, this will be deemed a second positive drug test.

Failure to report for a drug test will be deemed a positive test result.
   First Positive Test Result:
1. The student athlete will meet with the Director of Sports Medicine, Athletics Director, and team Head Coach. The Dean of Students office and Campus Safety are notified of positive test result.
2. The Director of Compliance will be notified of the positive test.
3. The student athlete will be referred to the ERAU Counseling Center for substance abuse screening. The severity of the substance use will determine whether counseling services are provided on campus, or if the student is referred to an addictions specialist in the community. Student athlete’s attendance with counseling recommendations is
mandatory and will be monitored closely by Director of Sports Medicine. Any additional cost incurred by outside counseling will be the responsibility of the student.

4. Write a letter to future students “If I knew then what I know now,” and may include reflection on what you have learned about your own personal choices. Only college level work with proper content, grammar, spelling, structure and organization will be accepted. The letter may NOT serve to justify your actions or evaluate the actions of others. Letter specifics: 1.5-2 pages, 12 point Times New Roman font, and 1 inch margins.

5. The student athlete will be suspended from 20% of competition according to their entire respective in-season sport schedule. For 2 sports athletes with a positive drug test, the suspension will carry over to their next competitive season/sport until the allotted suspension percentage is served. Indoor and Outdoor track are combined into 1 season to determine suspension total. All suspension percentage numbers will be rounded up to nearest whole competition.

6. Suspension can only be fulfilled when the student athlete is actively eligible to participate in competition. For example, suspension cannot be served during a red-shirt year, or if the student athlete is academically ineligible.

7. The student-athlete will be financially responsible for all follow-up testing/counseling related to the positive drug-test. This responsibility will last the length of the active case until penalties have been served and negative drug test results.

8. The suspension will begin with the next scheduled competition following notification of positive result. If there is an appeal, the suspension will begin following the appeal ruling. All penalties delivered by the Embry-Riddle Aeronautical University supersede those of the ERAU Athletics Department. The number of competitions missed, in accordance with the list above, will run consecutively and occur during the championship season. ERAU Athletics Department reserves the right to retest the student athlete at any time during or after the suspension period.

9. Re-Entry Testing: the suspended student athlete will be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. Student-athletes must have a negative drug test prior to returning to competition, regardless of their 20% competition standing. The Director of Sports Medicine or his/her designee shall arrange for re-entry testing after the counselor, specialist, and/or Drug Free Sport involved in the student-athlete’s case indicates that re-entry into the intercollegiate sports program is appropriate.

10. Follow-up testing: student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing at a minimum of 2 week intervals. Testing date and time will be announced less than 24 hours prior to testing and will be required at a frequency determined by the Athletic Director or his/her designee in consultation with the counselor or specialist involved in the student-athlete’s case.

11. The team Head Coach has the right to apply additional penalties as they deem fit.

12. The student-athlete must continue to meet requirements for BEST program.

13. Failure to comply with each sanction of a first positive test will result in 1 additionally missed competition per infraction. Examples include but are not limited to: missed
counseling sessions, failure to communicate with appropriate staff during sanction period, late turning in paper.

14. The Athletic Director, Director of Sports Medicine, Team Physician, and/or Counselor reserve the right to suspend the student-athlete immediately and indefinitely if the safety, health and well-being of student-athlete are deemed in jeopardy as a result of intake of banned substance.

Second Positive Test Result
1. The student-athlete will be referred back to his/her Counselor for further treatment and/or medical follow-up.
2. The Director of Athletics will declare the student-athlete ineligible from any further participation in ERAU Athletics for at least one calendar year.
3. The Director of Compliance will be notified.
4. The Director of Athletics will notify the student-athlete’s parent/guardian of the positive test result and implications.
5. Campus Safety and the Dean of Student office will be notified of second positive test result, and suspension from ERAU Athletics.

Appeals:
A student-athlete who test positive on an ERAU Athletics Department sponsored drug test is entitled to request for their B sample to be tested. The student-athlete has 24 hours to determine if they want the B specimen tested after they have been notified the A Specimen positive, and must notify the Director of Sports Medicine of their decision. The additional cost of running the B specimen would be the responsibility of the student-athlete.

To appeal a positive test result of either the A or B sample, the student-athlete must submit a letter of appeal to the Director of Sports Medicine within 24 hours of notification of the positive test result and before the next scheduled competition. The letter should include a detailed description of the basis of the appeal and provide evidence supporting such. Appeals must be based on the fact that the testing protocol was not followed according to the prescribed procedures as set herein or by Drug Free Sport. In turn, Campus Safety will be notified of the appeal request. The Appeal Committee will consist of the, Director of Athletics, a University Faculty or Staff member and the Director of Sports Medicine. The Appeal Committee will hear the appeal within five business days. The student-athlete is allowed to bring representatives and/or legal counsel to support their appeal. The student-athlete’s suspension and/or sanction will begin immediately following the ruling by the Appeal Committee.

Medical Exemptions Policy:
The NCAA banned substance list used by the Embry-Riddle Athletics Drug Education and Testing Program was created to protect student-athlete health and safety and to ensure a level playing field. Even though the banned list contains substances designed for
performance enhancement and/or substances that put a student-athletes well-being at risk, there are substances on the list that are used justifiably to treat medical conditions. Accordingly, the medical exceptions policy is created for student-athletes who have a well documented history demonstrating the use of such drugs. Examples of such drug classes include: stimulants, beta blockers, diuretics, anti-estrogens, anabolic agents, and peptide hormones. **Use of anabolic agents and peptide hormones must be approved prior to participation in intercollegiate athletics at ERAU. Failure to notify the athletic training staff may result in denied Medical Exemption and cause further sanctions.**

In order for a student-athlete to be granted a Medical Exemption for the use of a banned substance, the following documentation must be provided from the treating/prescribing physician: Description of the evaluation process including testing and procedures.

1. Statement of diagnosis, including diagnosis confirmation date.
2. Statement that a non-banned alternative was considered (if drug prescribed is a stimulant).
3. Statement regarding follow-up and monitoring visits.
4. The current prescription information.

**It is the student-athlete’s responsibility to notify the athletic training staff and to submit the most recent documentation related to their respective diagnosis as soon as possible. This includes a copy of a current prescription. In the event a student-athlete is administered a banned substance or drugged against their will, the above listed documentation must also be completed. A police or campus safety report may also be requested by the Director of Sports Medicine.**

The submitted documentation will be kept in the student-athletes chart and utilized in the event of a positive drug test. In the event a positive drug test does occur, the student-athlete may apply for a medical exemption by notifying the Director of Sports Medicine in writing with the supporting medical documentation within 48 hours of the positive test result notification. If this notification is not presented within 48 hours, the sanctions of the positive test result will commence until the appropriate documentation is provided and reviewed by the Director of Athletics. If a medical exemption is not granted, the student-athlete will have the opportunity to appeal this decision following the protocol established in the “Appeal Process” section of the Embry-Riddle Athletics Drug Education and Testing Program.

Examples of common conditions in which treatment plans may constitute a medical exemption include:
1. **Attention Deficit/Hyperactivity Disorder (ADHD)**
   - ADHD is a common condition that is often diagnosed as a child, but may be diagnosed later in life. Two common medications used to treat ADHD are methylphenidate (Ritalin) and amphetamine (Adderall), both of which are included in the banned substance list. As a result, as student-athlete must undergo a standard assessment before being granted a medical exemption.

2. **Male-pattern Baldness**
   - There are several medications used to treat Androgenic alopecia that are not banned substances. However, there is a medication called Finasteride (Propecia) that is sometimes used and included in the banned substance list as a masking agent for steroid detection. The appropriate documentation must be provided to receive a medical exemption for use of this medication.

3. **Hypogonadism**
   - This condition is classified as a testosterone deficiency. The treatment for the condition may include testosterone medication, which is an anabolic agent and banned substance. As stated above, use of this medication will require prior approval before participation is allowed.

These are common examples, and not the only exceptions. It is highly recommended that you consult with your physician regarding the banned substance list before taking any prescription medication.

**Important Links:**

- NCAA Banned Drug Classes
- NCAA Health & Safety
- ERAU Athletics Testing Policy & Consent Form
- Drug Free Sport Resource Exchange Center
- Medical Exemption Form
- Reasonable Suspicion Notification Form
- Notification of Appeals Form
- Positive Test Form
- Safe Harbor Program Agreement Form
- Student-Athlete Test Notification Form

**NCAA Division II Consequences for a Positive Drug Test**

1. A student-athlete who tests positive for a “banned drug” other than a “street drug” shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility.
A student-athlete who tests positive for a “street drug” shall be withheld from competition for 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test);

2. A student-athlete who tests positive has an opportunity to appeal the positive drug test.

3. A student-athlete who tests positive a second time for the use of any drug other than a “street drug” shall lose all remaining regular-season and postseason eligibility in all sports.

A combination of two positive tests involving street drugs (marijuana, THC or heroin), in whatever order, will result in the loss of an additional year of eligibility

4. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug.

5. If a student-athlete immediately transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test, and competes in collegiate competition within the prescribed penalty at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty.

Drug Testing Appeals Process

If requested to do so, an institution is required to bring an appeal on behalf of a student-athlete who has a positive drug test or who violates an NCAA drug-testing protocol. The procedures for appeal are contained in Section No. 8.0 of the NCAA drug-testing protocol. The following information is provided to NCAA institutions that may be considering filing an appeal on behalf of a student-athlete.

At least three members of the Drug-Education and Drug-Testing subcommittee of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports hear appeals. The Chair of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports and other designated members of the Committee may also serve on the subcommittee to hear appeals. In the event that a member of the subcommittee is employed by a member institution belonging to the same athletics conference of the appealing institution, that subcommittee member will not hear the appeal.

Appeals are conducted by telephone conference arranged by The National Center for Drug Free Sport (Drug Free Sport) for the NCAA. NCAA staff, NCAA drug-testing consultants and NCAA legal counsel are normally present during the telephone conference, but do not participate in subcommittee deliberations or voting.
The subcommittee prefers not to know the identity of the institution requesting the appeal or the identities of any of the institutional representatives, the student-athlete or his/her representatives. Accordingly, during the telephone conference parties should refer to themselves only by title and should not mention the institution's name.

The institution and the student-athlete may include any party on the telephone conference they wish after reporting their names and telephone numbers to Drug Free Sport. The institution is required to include the student-athlete and the Director of Athletics. The Director of Athletics may designate a senior staff member to participate in his/her absence, subject to approval by the subcommittee chair. The head coach is recommended to be on the call.

The NCAA does not restrict the grounds for an appeal, but an institution bringing an appeal must comply with the requirements set forth in Section 8.0. Appeal considerations are outlined below:

1. Procedural Challenge: Either the institution or student-athlete may challenge any procedure relating to the collection or testing of the subject samples. If the institution or student-athlete proves it is more likely than not that any substantiated problem with the collection or testing procedures materially affects a sample’s integrity, the drug-test appeal subcommittee may find that no doping violation has occurred.

2. Knowledge Challenge: The student-athlete is responsible for all substances consumed. However, if the institution or the student-athlete demonstrates that the student-athlete was not aware they had been administered (defined as placed into the student-athlete’s system directly or through food or drink) a substance by another person that later is found to have contained a banned ingredient, then the drug-test appeal committee may determine that no violation has occurred. In this situation, the student-athlete must show that he or she both did not know and could not reasonably have known or suspected (even with the exercise of utmost caution) that he or she had been administered by a third party a substance that is later found to have contained a banned ingredient. Or if the institution or the student-athlete demonstrates that the student-athlete asked specific and reasonable questions about a particular substance, medication or product of the appropriate athletics administrator and the athletics administrator assured the inquiring student-athlete that the substance does not contain a banned ingredient, then the drug-test appeal committee may determine that no violation has occurred. In this situation, the student-athlete must show that he or she both did not know and could not reasonably have known or suspected (even with the exercise of utmost caution) that the information provided by staff was erroneous. IN the case where the substance,
medication or product reviewed and approved for use by the institution does contain a banned substance, this may result in an institutional violation.

3. Reduction of Penalty Based on Mitigating Factors: The following will not be considered mitigating factors in a drug test appeal: the type or amount of banned substance detected through the drug test; evidence of the student-athlete’s good character; the degree of remorse demonstrated by the student-athlete; family hardship or history of family dysfunction; and the degree to which the banned substance may or may not affect athletic performance.

The drug-test appeal committee may reduce the current legislative sanction to the first 50 percent of the regular season in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of the next 50 percent of a season of competition in all sports if the student-athlete tests positive during his or her season of competition when circumstances might indicate a reduction is warranted. For example:

Where it is shown that the institution’s drug education program was inadequate and such shortcomings influenced the student-athlete’s judgment regarding the propriety of taking a specific product (a reduction of penalty normally will not be available in the case of admitted street drug use); or

A student-athlete’s ability to discern he or she was using a banned substance was due to circumstances beyond the student-athlete’s control.

4. Every attempt will be made to disseminate to the subcommittee any written materials submitted by the institution and received by Drug Free Sport regarding the appeal.

5. The request for an appeal shall be submitted by the institution within 2 business days of the confirmation of the positive drug test. Required documentation must be submitted by the institution within 45 days of the confirmation of the positive drug test. At least five business days before the scheduled appeal, the institution is required to submit to Drug Free Sport a written summary describing the institution’s drug-education program and the grounds for the appeal.

6. The chair of the subcommittee or designee will open the telephone conference appeal by inviting the institution and its representatives and/or the student-athlete and his/her representatives to provide orally any information they wish to have before the subcommittee. The subcommittee prefers that the student-
athlete present his/her information immediately after any introductory statements made by the director of athletics. Opportunity will be given to all parties to have questions asked and answered.

7. Following the presentation by the institution and the question and answer period, the chair will ask the institution and any drug-testing consultants to leave the telephone conference and at that time the subcommittee will deliberate and render a decision. The NCAA staff will contact the director of athletics to report the subcommittee's decision as soon as possible. It is the institution's responsibility to inform the student-athlete.

8. In the event that the appeal is accepted and the student-athlete is not sanctioned, no further action regarding the student-athlete's eligibility need be taken. In the event that the subcommittee denies the appeal and imposes a sanction, the provisions of NCAA Bylaw 18.4.1.5.1 will result in either a one year loss of eligibility and being withheld from one full season of competition in all sports, or the student-athlete being withheld from the next 50 percent of the season of competition in all sports.

Student-athletes are encouraged to visit the Sports Medicine website at http://erauathletics.com/sportsmed to find additional information on the Drug Testing Policy and Procedures and banned substances. It is highly recommended that you consult with your physician regarding the banned substance list before taking any prescription medication.

Other Important Links:

- [NCAA Banned Drug Classes](http://erauathletics.com/sportsmed)
- [NCAA Health & Safety](http://erauathletics.com/sportsmed)
- [Drug Free Sport Resource Exchange Center](http://erauathletics.com/sportsmed)
**NCAA Rules Compliance**

Embry-Riddle Athletics is committed to complying with all rules and regulations of the NCAA and the conduct of its intercollegiate athletics department. The mission of Embry-Riddle Athletic Compliance is to provide an environment of compliance and to insure the NCAA principal of institutional control through rules education, monitoring, open communication, and self-reporting. This responsibility is a collective endeavor that is shared by athletics department staff, student-athletes, other appropriate institutional personnel, and individuals and groups representing the athletics interests of the institution.

It is the responsibility of each individual to ask questions, make no assumptions, and follow through on all compliance procedures and guidelines. Compliance with University and NCAA rules can only be obtained when every individual presents a positive, practical, and ethical attitude toward compliance.

The main responsibility of the Director of Compliance is to ensure that members of Embry-Riddle Aeronautical University and the Athletics Department understand and follow NCAA rules and regulations in an effort to prevent rules violations. This is accomplished through rules education, interpretation, and the thorough monitoring of procedures. Self-reporting of violations is highly recommended and encouraged and will aid the institution in reporting such violations to the NCAA.

**Compliance Education**

Student-athletes will receive compliance education in a variety of methods: coaches, Director of Compliance, team meetings, handouts, as well as through the ERAU Athletics website. If you have NCAA questions, ask your coach before you act.

**Reporting NCAA Rules Violations**

In accordance with NCAA regulations, all suspected NCAA violations shall be investigated. If the Director of Athletics determines that a violation has occurred, he/she will report the violation to the appropriate conference and/or NCAA personnel.
Reporting a violation

Any individual (e.g., athletics department staff member, student-athlete, University employee, member of the community) may report an alleged, rumored, or suspected violation.

An individual may report the alleged, rumored, or suspected violation verbally or in writing. He/she may submit an alleged-violation report anonymously.

If an alleged or rumored violation is conveyed to athletics department staff member, the staff member is required by NCAA regulations to report the violation immediately.

Alleged or rumored violations may be reported to any or all of the following persons:

- John Phillips, Director of Athletics
- Meachelle Felps-Darley, Director of Compliance
- Dr. James Pembridge, Faculty Athletics Representative

Suspected rules violations can be reported by telephone, in person or electronic mail, to any of the three individuals listed above.

Investigation of a Violation

The Director of Athletics is responsible for conducting all investigations. The Director of Athletics may assign a designee to conduct or assist in conducting an alleged NCAA Rules violation investigation.

All violations will be reported to and/or discussed by the university compliance committee. Minor or secondary violations may be processed immediately by the Director of Compliance and reported to the Director of Athletics. The Director of Compliance will report these types of violations at the next scheduled compliance committee meeting.

If a secondary violation falls within the list of published NCAA penalty schedules, these guidelines will be followed by the Director of Compliance and Director of Athletics. A written report of all alleged-violations shall be maintained in the athletics office. The report shall consist of the following:

- Date that the alleged violation was reported to the Director of Athletics or his/her designee and by whom the violation was reported, if not by an anonymous source.
- Detailed summary of the nature of the alleged violation, including the names of all persons involved.
- Chronology of all actions taken by the Director of Athletics or his/her designee in the investigation of the alleged violation.
• Rationale for concluding whether the allegation was or was not a violation of NCAA regulations (cite NCAA regulation).
• If a violation has occurred, the Director of Athletics will keep on file a copy of the report of the violations and subsequent correspondence with affiliated conference if applicable /NCAA office. Copies of the self-report will be sent to the following: Faculty Athletics Representative, Conference Commissioner (if applicable), involved staff member and the Director of Compliance.

Information to be included in a report to the affiliated Conference/NCAA Enforcement Division:

• The date and location of the alleged violation.
• The identities of involved student-athletes, prospective student-athletes, athletics representatives, and athletics department staff members.
• The means by which the institution became aware of this information. (If a newspaper alerted the institution, a copy of the article should be included).
• A detailed summary of the nature of the alleged violations including the rule citation.
• After the investigation, state the institution's position. (Has a violation occurred? Which specific legislation, if any has been violated)?
• Also stated should be the reasons the violation occurred (e.g., lack of knowledge, poor monitoring, etc.) and the justification for these reasons.
• A list of corrective or punitive actions taken by the institution.
• A statement indicating whether any eligibility issues need to be resolved, and if so, whether the institution is requesting restoration of eligibility for any prospective or enrolled student-athlete.

Follow-up of reported violations is the responsibility of the Director of Compliance, by the directive of the Director of Athletics, to monitor the progress of the report and to bring the matter to completion, including the supervision of all punitive and corrective actions when necessary. Any written reports and correspondence from the NCAA on any aspect of the resolution of the violation will be provided to all appropriate personnel and kept on file in the Director of Athletics’ office. Letters of Reprimand and higher will be kept on file in the Embry-Riddle Human Resources Department. Violations of lower severity will be housed only in the athletic department.

If an individual thinks he/she knows of a violation that has occurred at another NCAA member institution, he/she should report the alleged violation to any or all of the following persons:

John Phillips, Director of Athletics
Meachelle Felps-Darley, Director of Compliance
Dr. James Pembridge, Faculty Athletics Representative
The Director of Athletics is responsible for conducting all investigations. The Director of Athletics may assign a designee to conduct or assist in conducting an alleged NCAA Rules violation investigation.

The Director of Athletics (or designee) should discuss the alleged violation with the accuser and may then contact the Director of Athletics at the accused member institution to request that the situation be investigated. The Director of Athletics (or designee) instead may also contact affiliated conference commissioner and request that the commissioner or associate/assistant commissioner investigate or request an investigation at the accused member institution.

Countable Athletically-Related Activity (CARA)

Countable athletically-related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, any members or members of an institution’s coaching staff (including strength and conditioning coaches) and must be counted within the weekly and limitations under Bylaw 17. As a student-athlete, you may be asked to verify the weekly Play/Practice Log sheet for your sport. You may also be requested to meet with the FAR and/or the Director of Compliance in order to discuss countable athletically related activity per your signed log sheet. Therefore, it is important that all student-athletes familiarize themselves with NCAA rules pertaining to countable athletically-related activity. Here are some tips to help:

**WHAT COUNTS**
- Practices
- Athletic meetings initiated by, or required by, a coach (ex. team meetings, end of season individual meetings)
- Competition (and associated activities, regardless of their length, count as three hours). Note: No countable athletically-related activities may occur after the competition
- “Captain’s Practice”
- Field, floor, or on-court activities
- On-court or on-field activities called by any member of the team and confined primarily to members of that team
- Required weight training and conditioning activities
- Visiting the competition site in the sports of cross-country and golf
- Discussion or review of game films

**WHAT DOES NOT COUNT**
- Compliance Meetings
Meetings with coach initiated by a S-A (as long as no countable activities occur)
Drug/Alcohol educational meetings, SAAC or Student-Athlete Affairs Meetings
Study Hall, tutoring or academic meetings
Travel to/from the site of competition (as long as NO countable activities occur)
Training room activities (treatment, taping, etc.), rehab activities and medical examinations
Recruiting activities (e.g. student host)

Hosting a Prospective Student-Athlete - Policies

- A student-athlete must be enrolled full-time and be a Qualifier or Partial Qualifier, per NCAA regulations, to host a prospective student-athlete.
- A maximum of $30 for each day of the visit will be provided to cover the costs of entertaining the prospective student-athlete (and the PSA’s parents or legal guardians, or spouse), excluding the cost of meals and admission to campus athletics events. An additional $15 per day may be provided for each additional prospect being hosted by one student-athlete. These funds may not be used for the purchase of gifts, souvenirs such as t-shirts or other institutional mementos.
- No cash may be given to the visiting prospect or to anyone accompanying the prospect.
- Only one student host may be provided a complimentary meal at a restaurant while accompanying the prospect during the PSA’s official visit.
- A student-host may not purchase alcoholic beverages, regardless of whether the host or the prospects are of legal drinking age.
- A complimentary admission to a campus athletics event provided the ticket is used to accompany a PSA to that event during the PSA’s official visit.
- A student host may not use transportation provided or arranged by an Embry-Riddle staff member or booster of the athletics program. A student host may not transport the prospect or friends/family more than 10 miles from campus. Never allow the prospect to use or drive your car.
- A student host should not allow recruiting conversations to occur, on or off campus, between a prospect and a booster.
- A student host will be responsible for turning in all receipts the day after the visit.

Student Support Group Assisting in Recruiting:

An institution may not provide a free meal or entertainment to a member of an institutional student support group that assists in the recruitment of a prospective student-athlete during an official visit, unless the student is designated as the one student host for that prospective student-athlete.
Overview of Diversity and Inclusion in ERAU Athletics

The Embry-Riddle Athletics Department embraces our University’s commitment to diversity and inclusion. Providing equal opportunities to all student-athletes and personnel is among our most highly regarded core values. The goal of ERAU Athletics is to foster a culture where student-athletes, coaches, staff and fans are valued for their contributions and are motivated to participate to their fullest potential. Collegiate athletics provides an opportunity for students to compete with and against others who come from different races, cultures, religions, sexual orientations, gender identities and social classes; all of whom share the common goal of achieving athletic excellence. ERAU Athletics is committed to attracting and retaining a diverse group, nurturing and celebrating different and unique perspectives, while valuing the ideas and efforts of individual contributors in a safe and non-judgmental environment. We promote civility and respect, so that our stakeholders will enjoy a meaningful experience.

Policies regarding Diversity and Inclusion

Embry-Riddle Athletics’ policies regarding diversity and inclusion are consistent with policies and best practices established by the NCAA and Embry-Riddle University.

- ERAU Athletics will maintain a policy of nondiscrimination with all student-athletes and department employees. All aspects of participation, competition and employment within the scope of ERAU Athletics will be governed on the basis of merit, competence and qualifications and will not be influenced by race, creed, color, religion, gender, age, national origin, disability, protected veteran status, genetic information, sexual orientation, gender identity, or any other status protected by federal and state law.

- All decisions made with respect to recruiting and retaining student-athletes for participation on intercollegiate athletic teams will be made solely on the basis of individual qualifications related to academic compliance and athletic ability. Decisions made regarding the recruiting, hiring and promotions for all ERAU Athletics employees will be governed on the basis of merit, competence and qualifications. The administration of all student-athlete and personnel matters such as benefits, compensation, reduction-in-force, training, education and social programs will be free from any discriminatory practices.
Policy Regarding the Inclusion of Transgender Student-Athletes

**Guiding Principles:** Embry-Riddle Athletics’ policy regarding transgender student-athletes is rooted in our core value that participation in intercollegiate athletics is a valuable part of the educational experience for all students and that transgender student-athletes should have equal opportunity to participate in sports. ERAU Athletics’ policy regarding transgender student-athletes is based on ethical principles as well as sound medical knowledge. The goal of ERAU Athletics is to provide policies that are fair, objective, workable and practical. ERAU recognizes the importance of student privacy and will make all reasonable attempts to protect the privacy of student-athletes’ personal and medical information. In all cases, ERAU Athletics will comply with applicable state and federal laws protecting students from discrimination based on sex, disability, and gender identity and expression.

**Participation Policy:** The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

- A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing that team status to a mixed team.
- A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.
- Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.
- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.
- A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

**Student-Athlete Responsibilities:**

- To avoid challenges to a transgender student’s participation during a sport season, a student-athlete who has completed, plans to initiate, or is in the process of taking hormones as a part of a gender transition must submit the request in writing to the Director of Athletics upon matriculation or when the decision to undergo hormonal treatment is made.
- The request must include a letter from the student’s physician documenting the student-athlete’s intention to transition or the student’s transition status. This letter
should identify the prescribed hormonal treatment for the student’s gender transition and documentation of the student’s testosterone levels, if relevant.

- **Note: NCAA Bylaw 31.2.3** identifies testosterone as a banned substance, and provides for a medical exception review for demonstrated need for use of a banned medication. Upon request by the student, ERAU Athletics will submit the request for a medical exception for testosterone treatment on behalf of the student prior to the student-athlete competing while undergoing treatment. In the case of testosterone suppression, ERAU must submit written documentation to the NCAA specifying the year of treatment and on-going monitoring of testosterone suppression.

**ERAU Athletics Responsibilities:**

- The ERAU Director of Athletics will meet with the student to review eligibility requirements and procedures for approval of transgender participation.
- If hormone treatment is involved in the student-athlete’s transition, the ERAU Director of Athletics will notify the NCAA of the student’s request to participate with a medical exception.
- All discussions among involved parties and required documentation will be kept confidential, unless the student-athlete makes a specific request otherwise. Involved parties may include Athletics administration, coaches, and parents, upon approval of the student. All information about an individual student’s transgender identity and medical information will be kept confidential.
- ERAU Athletics will educate members of the athletics department community (including staff, coaches, student-athletes and parents) about departmental and University policy regarding the participation of transgender student-athletes in athletics.

**Additional Guidelines for Transgender Student-Athlete Inclusion**

The following additional guidelines will assist ERAU Athletics in creating an environment in which all transgender student-athletes are safe and treated fairly. ERAU will make all reasonable efforts to provide appropriate accommodations for transgender student-athletes.

**Facilities Access**

- Changing Areas, Toilets, Showers— Transgender student-athletes should be able to use the locker room, shower, and toilet facilities in accordance with the student’s gender identity. Upon request, ERAU Athletics will make every reasonable effort to provide private, enclosed changing areas, showers, and toilets for use by any athlete who desires them, including transgender student-athletes. Transgender student-athletes should not be required to use separate facilities.
• Competition at Another School—If a transgender student-athlete requests a particular accommodation to ensure access to appropriate changing, showering, or bathroom facilities, ERAU Athletics staff, in consultation with the transgender student-athlete, will notify their counterparts at other schools prior to competitions to ensure that the student has access to facilities that are comfortable and safe. This notification should maintain the student’s confidentiality. The student-athlete’s identity as a transgender person will not be disclosed without the student’s express permission, and every reasonable effort will be made to maintain the confidentiality of the student-athlete’s personal and medical information.

• Hotel Rooms — Whenever possible, transgender student-athletes generally should be assigned to share hotel rooms based on their gender identity, with a recognition that any student who needs extra privacy should be accommodated, upon request.

Language
• Preferred Names—In all cases, teammates, coaches and all others in the school should refer to transgender student-athletes by a student’s preferred name.
• Pronouns—Similarly, in all cases, pronoun references to transgender student-athletes should reflect the student’s gender and pronoun preferences.

Dress Codes and Team Uniforms
• Dress Codes—Transgender student-athletes will be permitted to dress consistently with their gender identities. That is, a female-to-male transgender athlete will be permitted to dress as a male. A male-to-female will be permitted to dress as a female. For reasons unrelated to trans-inclusion, ERAU athletic teams should evaluate the necessity of gendered dress codes and recognize that they tend to marginalize a range of students who may not feel comfortable with them. Dress codes for athletic teams when traveling or during a game day at school should be gender-neutral. Instead of requiring a girls’ or women’s team to wear dresses or skirts, for example, ask that team members wear dresses or slacks that are clean, neat, well cared for and appropriately “dressy” for representing their school and team.
• Uniforms—All team members will have access to uniforms that are appropriate for their sport and that they feel comfortable wearing. No student should be required to wear a gendered uniform that conflicts with the student’s gender identity.

Education and Enforcement
• ERAU Athletics will work with University administration to provide information and education about transgender identities, institutional and conference non-discrimination policies, the use of preferred names and pronouns, and expectations for creating a respectful team and campus climate for all students, including transgender.
• ERAU Athletics will train and educate athletics and university administrators who are authorized to speak with the media regarding appropriate terminology, use of names and pronouns, and campus and conference policies regarding transgender student-
athletes. Specific focus will be placed on protecting the confidentiality of student records, particularly when working with the media.

- **Enforcement** — Any member of the ERAU Athletics Department who has been found to have violated this policy by threatening to withhold athletic opportunity or harassing any student on the basis of their gender identity or expression, or by breaching medical confidentiality, will be subject to disciplinary action, up to and including discharge or expulsion from the University. ERAU Athletics will take appropriate remedial action to correct the situation. Any member of the ERAU Athletics department who becomes aware of conduct that violates this policy should report the conduct to the appropriate official such as the Director of Athletics.
- **Retaliation** — Retaliation is specifically forbidden against anyone who complains about discrimination based on gender identity or expression. ERAU Athletics will take steps to prevent any retaliation against any person who makes such a complaint.

**Policy for Addressing the Needs of Student-Athletes with Disabilities**

This policy is intended to provide both a philosophical and procedural foundation for responding to the needs of student-athletes who identify as having a documented disability. The goal of Embry-Riddle Athletics is to help the student-athlete identify appropriate resources, services and accommodations that comply with both NCAA rules and Embry-Riddle University policies and procedures.

Embry-Riddle Athletics will work cooperatively with the Embry-Riddle Office of Disability Support Services to assist student-athletes in obtaining reasonable accommodations appropriate to their presenting documented disability. The policies and procedures pertaining to the Office of Disability Support Services are compliant with the mandates of Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The complete policies and procedures for Disability Support Services for the Daytona Beach Campus can be found at [http://daytonabeach.erau.edu/Assets/daytonabeach/forms/DSS-Policies-Procedures.pdf](http://daytonabeach.erau.edu/Assets/daytonabeach/forms/DSS-Policies-Procedures.pdf)

The primary role of the Embry-Riddle Athletics administrative and coaching staff is to serve as referral agents, supportive advocates and resources of information for student-athletes seeking campus services. The goal of Embry-Riddle Athletics is to provide all students with appropriate and reasonable access to athletic competition, including those with documented disabilities. All students seeking to try out for an intercollegiate athletics team must follow all procedures published on the ERAU Athletics website, [http://www.erauathletics.com/sports/2014/8/20/ATHINFO_0820141537.aspx?tab=tryoutinformation&path=athinfo](http://www.erauathletics.com/sports/2014/8/20/ATHINFO_0820141537.aspx?tab=tryoutinformation&path=athinfo)
In keeping with NCAA guidance, the inclusion of student-athletes with physical disabilities is encouraged, however the basic nature, rules and procedures of the game must not be altered. In all cases where students with disabilities are interested in competing, focus should be placed primarily on athletic ability.

NCAA definition of disability: The NCAA uses the term “education-impairing disability” (EID), which is defined for academic eligibility purposes as a current impairment that has a substantial educational impact on a student’s academic performance and requires accommodation.

When appropriate, Embry-Riddle Athletics can assist student-athletes in submitting eligibility waivers to the NCAA based on education impairing disabilities. This process will be conducted in compliance with NCAA rules and in conjunction with the Embry-Riddle Office of Disability Support Services.

To be considered for an eligibility waiver or to receive campus accommodations, student-athletes must disclose their disability to the office of Disability Support Services and provide appropriate supporting documentation. DSS will verify the disability or other impairment and determine reasonable accommodations or academic adjustments specific to the individual student-athlete.

The process for requesting campus accommodations is separate from the NCAA EID waiver process, which includes an in-depth review of all documentation. Student-athletes may request campus accommodations without submitting a waiver to the NCAA, however, if a student-athlete submits an eligibility waiver to the NCAA based on an education impairing disability, the NCAA will expect that the student will have worked with the campus disability support office to verify and identify appropriate services.

**SCOPE:**

This policy is intended to address the needs of student-athletes with disabilities that cross a broad spectrum of issues that, according to the ADA, include “with respect to the individual, a physical or mental impairment that substantially limits one or more life activities of such individual;”

The NCAA is particularly concerned about and has focused much education and outreach regarding student-athletes with mental health concerns. The NCAA has noted the various types of disabilities that typically surface in the EID waiver process. Learning disabilities/disorders, attention-deficit hyperactivity disorders and mental health disorders are the most prevalent impairments.

- Learning disabilities/disorders (LD)
- Attention-deficit hyperactivity disorder (ADHD)
• Mental health disorders
• Medical conditions
• Hearing impairment
• Autism spectrum disorders (ASD)

The category of “mental health disorders” is broad. Common mental health disorders include.

• Major depressive disorder
• Generalized anxiety disorder
• Social anxiety disorder/social phobia
• Adjustment disorder
• Obsessive/compulsive disorder
• Oppositional defiant disorder
• Addictions
• Post-traumatic stress disorder
• Panic disorder
• Bipolar disorder

Embry-Riddle Athletics administrative personnel, coaches, and sports medicine staff are in a key position to observe the challenges and behaviors present in the lives of ERAU student-athletes. This is particularly true for those student-athletes with suspected or formally diagnosed mental health disorders. To respond to the needs of the student-athlete population, below is a list of procedures intended to guide daily practices.

PROCEDURES:

1. **Student-athletes seeking information regarding campus services for a physical or education-impacting disability.** Athletics staff members who encounter a student-athlete who reports a pre-existing disability and desires to receive educational accommodations should refer that student to the campus Office of Disability Support Services. This office is located in the Wellness Center, Building 20, Room 132 and can be reached at 386-226-7916. Whenever possible, and with the permission of the student-athlete, the Athletics staff member should assist the student-athlete in making contact with the DSS office to alleviate any obstacles. Student-athletes should also be referred to the DSS website, which includes information regarding services, staff, policies, and procedures. [https://ernie.erau.edu/Departments/disability-support-daytona-worldwide/Pages/Default.aspx](https://ernie.erau.edu/Departments/disability-support-daytona-worldwide/Pages/Default.aspx)

2. **Student-athlete disability disclosure/confidentiality.** Student-athletes with documented disabilities who desire to receive accommodations are expected to disclose appropriate information to the campus Office of Disability Support Services. Documentation regarding the student-athlete’s disability will be kept on file in the office of DSS and will be kept confidential. The ERAU Athletics Sports Medicine staff
may also request and keep a record of any physical condition that may have an impact on the student-athlete’s on-going health. Student-athletes who request accommodations that may impact the day-to-day activities of the team in which they are a member, will be expected to disclose the nature of their disability, and the reasonable accommodation recommended by DSS, to ERAU Athletics administration and their coaching staff. With the consent of the student-athlete who requests accommodation, the coach(s) and/or administration may provide educational information to team members regarding the nature of the disability and any support that the team can provide.

3. **Response to student-athletes with mental health disorders.** Student-athletes with mental health disorders may present or manifest their needs in various ways. Student-athletes who arrive on campus with pre-existing mental health related disabilities who desire to receive accommodations should be referred to the Office of Disability Support Services in the same manner as described in #1. DSS will determine reasonable accommodations and notify ERAU Athletics, if appropriate and necessary. Student-athletes who manifest symptoms or behaviors that are regarded as related to or potentially related to a mental health disorder should be referred to the ERAU Counseling Center, to ERAU Health Services, or ERAU DSS, depending on the nature of the behaviors. The ERAU Counseling Center provides services for a wide variety of mental health disorders and can also assist students in obtaining diagnostic services off campus when disorders are more specialized.

4. **Response to student-athletes with urgent mental health related needs.** ERAU Athletics administrative, coaching and sports medicine staff that encounter student-athletes who appear to be in an urgent or critical situation manifesting behaviors or symptoms related to a mental health disorder are strongly encouraged to assist that student-athlete in obtaining intervention services from appropriate mental health agencies, either on-campus or community based. Information regarding these service agencies is available via separate dissemination (fliers, posters, pocket information cards), but includes the following:

- **ERAU Counseling Center, 386-226-6035**
- **Suicide Lifeline, 1-800-273-TALK (8255)**
- **ERAU Campus Safety, 386-226- SAFE (7233)**
- **Halifax Health Medical Center, 386-254-4000**
- **Florida Hospital Memorial Medical Ctr. 386-231-6000**
Student-Athlete Support Services

“Eagle Skills”

Embry-Riddle Athletics embraces the NCAA Division II “Life in the Balance” philosophy by providing student-athletes with a well-rounded experience including educational opportunities designed to help student-athletes build their Life Skills. The “Eagle Skills” support programs focus on personal development and career development topics that will help prepare student-athletes for life after college. Topics may include career preparation, resume writing & interviewing skills, personal goal setting, alcohol and hazing education, among others. Student-athletes may be required by Athletics Administration or by their Head Coach to attend Eagle Skills sessions. Eagle Skills programs may be advertised by way of direct email messaging, team announcements, posting on the ERAU Athletics website, or hard copy distribution.

Grievance Process

Student-Athlete Grievance Procedure

Embry-Riddle student-athletes have the right to appeal decisions made by coaching and/or Athletics administrative staff regarding matters of discipline, adherence to team rules or Athletics program policies. Student-athletes are encouraged to first attempt to settle their dispute directly with the coach or staff member involved. Members of the Athletics Department administrative staff may assist with this resolution. If this is unsuccessful, the following process is available to student-athletes for the review of grievances.

Please note that grievances pertaining to athletic grants-in-aid (scholarships) must be appealed to the Financial Aid Appeals Committee. Grievances involving the use of banned substances are subject to separate procedures under the ERAU Athletics Drug Testing Policy (both processes are outlined separately in the Student-Athlete Handbook). Grievances that may involve sexual assault or sexual harassment will be referred to the campus Title IX Coordinator at the Dean of Students office for investigation.

Student-athletes are encouraged to familiarize themselves with this procedure, as well as all rules and policies contained in the Student-Athlete Handbook, the Embry-Riddle Catalog, the ERAU Student Handbook and any policies pertaining to their rights to due process. Student-athlete grievances must be submitted to the Faculty Athletic Representative (FAR). The FAR serves as a neutral party and ensures that the grievance process is conducted properly and fairly. The student-athlete should contact the FAR directly and be prepared to put his/her appeal in writing, along with all supporting documentation. As the principle advocate for the student-athlete, the FAR
should meet with the student to discuss the complaint and assess the seriousness of the situation with regard to ERAU, NCAA or Sunshine State Conference policies, procedures and by-laws. If the FAR deems the grievance serious enough to proceed, the FAR will serve as a neutral chairperson of an ad-hoc committee chosen by him/her to hear the appeal. Depending on the severity of the case, the recommended makeup of the committee is no less than three, and no more than seven members, including the FAR. Representation from the following groups is suggested:

- Athletic Administration (Assoc. AD, SWA, Dir. of Compliance)
- Coaching Staff (must have no conflict of interest)
- Faculty
- Intercollegiate Athletic Advisory Committee
- Compliance Committee
- Student Affairs Staff (Dean of Students office, Counseling Center, Registrar)
- SAAC Executive Member (must have no conflict of interest)

The FAR may select committee members based on expertise or experience in a particular area based on the nature of each case. The charge of the Student-Athlete Appeals Committee is to 1) review and assess the validity of the claim made by the student-athlete; and 2) recommend to the Director of Athletics a subsequent course of action designed to rectify the situation, if deemed necessary.

If a Student-Athlete Appeals Committee is convened in response to a student-athlete’s formal grievance, the decision of the appeals committee with regard to the case shall be considered final and binding on both the student-athlete and coaches or administrators. Both parties in the dispute will agree to abide by the decision of the committee.

The formal procedure is as follows:

1. The student-athlete must write a letter to the FAR which will contain formal notice of his/her intent to begin the appeal process. The letter must be submitted within Ten (10) days of the incident in question in both hard copy and email formats, and must consist of a detailed account of the matter in question, including a complete history and a thorough factual account of the incident in dispute. In addition, the submission should include all relevant and appropriate documentation, including, but not limited to, copies of by-laws, policies or rules from the current NCAA Manual, Sunshine State Conference Handbook or ERAU Student-Athlete Handbook. The submission may include a statement from the student-athlete regarding what he/she seeks as an appropriate remedy, solution, or restitution. NOTE: It is the responsibility of the student-athlete to ensure that the FAR receives both the hard-copy and email submissions of the appeal and should contact the FAR to confirm the receipt.

2. After receipt of the appeal letter, the FAR will contact the student-athlete and arrange a pre-appeal conference. At that time, the FAR will review the information contained in the appeal and confirm whether there is sufficient basis to proceed.
When this is determined, the FAR will explain the remainder of the process, including the possible membership of the committee and committee procedures. The student-athlete will have the opportunity to ask questions or express any concerns at this time.

3. If the student-athlete appeal is sufficient to proceed to a committee hearing, the FAR will contact potential members for the Student-Athlete Appeal Committee and arrange a meeting time that coordinates with the student-athlete’s schedule. The FAR will instruct or remind the committee members of their duties and obligations as part of the committee process. The FAR will distribute copies of the appeal documents, as well as any applicable rules, policies and procedures.

4. The FAR will reply to the student-athlete in writing acknowledging receipt of his/her appeal and indicating whether the appeal process will proceed to the Student-Athlete Appeal Committee. If the process is to proceed, the letter will indicate the day and time of the committee hearing, along with any/all instructions and preparations for meeting with the committee. Unless a conflict of interest exists, the Senior Woman Administrator (SWA) will assist the FAR with the administrative aspects of the Student-Athlete appeal process. This may consist of helping to arrange meeting times, providing documentation to committee members or assisting with other communication issues.

5. The FAR will convene the Student-Athlete Appeal Committee and respond to any questions regarding the written appeal, supporting documentation, applicable rules, policies or procedures.

6. The committee will interview the student-athlete and review the merits of his/her appeal.

7. The committee will interview the coach and/or athletics administrator involved in the appeal and will be given the opportunity to state his/her side of the case.

8. The committee will then deliberate, may ask for additional information, may interview any additional parties or re-interview any parties involved prior to rendering a decision.

9. Upon reaching a decision, the FAR will inform the student-athlete of the committee’s decision in writing. The FAR will also forward a copy of the committee’s decision, along with recommendations, to the Director of Athletics.

10. If a course of action is recommended to the Director of Athletics, the AD will also correspond in writing to the student-athlete, as well as all involved parties, regarding necessary steps.

**NOTE:** The decision of the Student-Athlete Grievance Committee and/or any recommendations made to the Director of Athletics is final.

**Campus Grievance Procedure**

The Grievance Process for all students is managed through the Dean of Students office. As outlined in the *Student Handbook*, students who may have a personal grievance are first encouraged to address their issue with the appropriate staff/faculty/coach with responsibility concerning the issue. If no agreement can be reached, the student should
submit their grievance in writing and request a meeting with a dean in the Dean of Students Office. The Dean of Students Office will assist the student in contacting the appropriate department head or director with supervisory responsibility for the area of concern. Additionally, students may contact the Dean of Students Office to gain advice and specific direction in seeking a resolution to his/her grievance. Advocacy services are available to currently enrolled students. When appropriate, the Dean of Students Office also offers formal mediation services for dispute resolution. In the event a student having gone through all of the above mentioned remedies is still not satisfied with the outcome of his/her grievance, he/she should follow up with the Dean of Students Office for consultation regarding any further action. In some circumstances the opportunity to request an appeal with a College Dean or Department head may be appropriate. Students who choose to seek advocacy and consultation with the Dean of Students Office will be notified that official documentation of the actions taken will be kept in the Dean of Students office.

The Counseling Center

Professional counseling services are available to all students, including student-athletes, through the Embry-Riddle Counseling Center. The goal of the Counseling Center is to assist students in becoming healthier, happier, and more successful. The Counseling Center provides a calm, safe, and supportive environment where students can explore issues impacting their personal, social, and academic success. Counselors help students develop personal awareness and life skills to reduce, resolve, and recover from concerns that are causing them difficulty.

All counseling services are free and confidential. All counselors are professionally trained and licensed in the State of Florida. Some of the typical problems that students seek support and counseling for are stress, problems sleeping, procrastination, poor academic progress, depression, anxiety, homesickness, loneliness, self-esteem, and relationship difficulties with friends, family, and romantic partners. Contact the Counseling Center at 386-226-6035, or www.erau.edu/db/counseling

24/7 Crisis Hotline 800-273-TALK 8255

Sexual Assault Helpline 800-503-7621

Other services available:

- Mental health assessments and testing.
- Referral services for long-term therapy and/or specialized services, including substance addiction, gambling addiction and eating disorders.
- Referral services for psychiatric evaluations and medications.
- Crisis response and intervention.
Disability Support Services

Embry-Riddle Aeronautical University recognizes its responsibility to provide equal access and opportunity to persons with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act. Students seeking assistance are treated with respect and as individuals with unique needs. Students in need of assistance must contact the Disability Advocate, designated as the Director of Disability Support Services, to be considered for support or accommodation. This request for reasonable accommodation or support must be submitted with documentation from the appropriate professional source(s). Services may include priority registration and assistance with scheduling courses, assistive technology, coordination of services with other University departments, academic modifications, location of tutorial assistance, counseling in faculty/peer relations, guidance in lifestyle management, and diagnostic referrals. The Disability Support Services office works cooperatively with Health Services, Academic Support, the Counseling Center and other campus departments to promote the total wellness and success of the student, including student-athletes. Contact Disability Support Services at 386-226-7916, or at http://daytonabeach.erau.edu/campus-services/disability-support/index.html

Student Health Services

Professional health care is available to all student-athletes through the Daytona Beach campus Health Services Clinic. The clinic is open M, T, W 8 am – 8 pm, TH & F 8 am – 5 pm, SU 11 am – 5 pm. The staff includes a Physician, Physician’s Assistant, Nurse Practitioner, and Registered Nurses. An FAA medical examiner is also available for consultation. Services include general medical care, first aid, “walk-in clinic” type medical triage, referrals to community health care specialists, and Emergency Evac arrangements. Immunization clinics are also available through ERAU Health Services, as well as a Wellness Program, which includes smoking cessation classes, healthy eating programs, and a Student Wellness Committee. All students pay a Health Services fee and all services are offered at no additional charge. After-hours health care is available through arrangements with Halifax Health - Community Clinic at no charge to ERAU students. Student-athletes are encouraged to focus on their general health by taking advantage of services available through Sports Medicine and ERAU Health Services. Contact Health Services at 386-226-7917, or at http://daytonabeach.erau.edu/campus-services/health-services/health-services.html

Center for Faith and Spirituality/The Chaplain’s Office

The Center for Faith and Spirituality and the Chaplain’s Office welcomes students of all backgrounds, encouraging them in their lives of faith and providing opportunities to learn more about their own traditions as well as those of their fellow students. The Center has five prayer and meditation rooms which are open to everyone from 6:00
a.m. to 10:00 p.m. The Center’s mission includes helping students find a spiritual home on campus, promoting healthy and respectful interfaith dialogue and developing opportunities to live out one’s faith through service to the community. Located within the Center, the Chaplain’s Office provides confidential counseling and consultation for all students on topics including life’s challenges, religious issues, moral dilemmas, the meaning of life, basically everything! All conversations with a Campus Chaplain are confidential. You can reach a Campus Chaplain by contacting 386-226-6580 or email chaplainsoffice@erau.edu.

**Embry-Riddle Financial Aid**

Student-athletes may be eligible to receive financial aid which may consist of a combination of institutional awards, state or federal aid, student employment, or external scholarships. Many financial aid awards have academic performance requirements and/or need based requirements. The Financial Aid office should be consulted regarding the requirements of each award. In order to maintain financial aid, all students must consistently meet Standards of Academic Progress, as defined by the Embry-Riddle Financial Aid office. For more information about scholarships and other forms of financial aid, students should contact the Embry-Riddle Financial Aid office located in the Tomcat Annex, Building 30-1, at 386-226-6300. Information is also available at [http://daytonabeach.erau.edu/financial-aid/index.html](http://daytonabeach.erau.edu/financial-aid/index.html) or in the University catalog.

All U.S. students are strongly encouraged to file a FAFSA (Free Application for Federal Student Aid) each year to determine their eligibility for aid. Financial Aid Counselors provide students with information on the application process for financial assistance and help with financial planning for college. Application materials should be completed by the following priority dates to ensure review prior to the start of the term:

- March 1 – Fall Semester
- October 1 – Spring Semester
- February 15 – Summer Semester

Student-athletes should be aware that certain academic decisions, such as enrolling for less than full-time, dropping or auditing classes, taking an internship, withdrawing, etc. may affect their current or future financial aid award, as well as athletic eligibility. All student-athletes should consult their coach, the Athletic Eligibility Coordinator or Financial Aid before making any changes to their academic schedule.
Athletics Financial Aid

All awards, cancellations, reductions, renewals, and non-renewals of athletics financial aid are made by the coach and Director of Athletics. All are processed and sent out through the Financial Aid Office and at the direction of the Director of Financial Aid. All head coaches desiring to request an athletics financial aid award must follow the following procedures.

Procedure for Awarding Financial Aid to Incoming Freshmen

1. Head Coach completes the Request for Athletic Scholarship or National Letter of Intent (NLI) Form, signs it and submits it to the Director of Compliance.
2. The Director of Compliance ensures that the PSA is registered with the Eligibility Center and is on the Embry-Riddle Institutional Request List (IRL) and that the PSA's high school transcripts and test scores are on file.
3. The Director of Compliance then checks with the Admissions Office to see if the PSA has applied for admission and meets the minimum requirements for admission to Embry-Riddle.
4. The Director of Compliance obtains the authorization signature of the Director of Athletics on the Request for Athletic Scholarship or National Letter of Intent (NLI) Form.
5. After all signatures are obtained, the Director of Compliance compiles a spreadsheet of the information listed on each student-athlete’s Request for Athletic Scholarship or National Letter of Intent Form. The Student-Athlete Scholarship Spreadsheet is then sent to the Financial Aid Liaison for review.
6. The Financial Aid Athletic Liaison will update the Student-Athlete Scholarship Spreadsheet with the institutional scholarship amounts for which each student-athlete will qualify. The updated spreadsheet will be sent to the Director of Compliance.
7. The Director of Compliance will revise all Request for Athletic Scholarship Forms using the information on the Student-Athlete Scholarship Spreadsheet submitted by the Financial Aid Athletic Liaison. Once completed, copies of all forms will be sent to the Director of Financial Aid for the student-athlete’s financial aid file.
8. The Director of Compliance produces three copies of the Athletics Grant-in-Aid Award, two copies of the ERAU National Letter of Intent (NLI) and obtains the authorization signature from the Director of Athletics on all copies.
9. The Athletics Grant-in-Aid Award and all information are checked for accuracy by the Director of Financial Aid. The Athletics Grant-in-Aid Award is then signed by the Director of Financial Aid.
10. After all approvals and signatures required are achieved, a cover letter with the Director of Finical Aid’s signature, the ERAU National Letter of Intent (NLI) and the Athletics Grant-In-Aid are delivered via mail to the student-athlete.
11. The student-athlete has 14 days to sign and return two copies of the Athletics Grant-in-Aid Form and one (1) copy of the ERAU NLI to the Athletics Department.
12. After receiving the signed Athletic Grant-in-Aid-Form and the ERAU NLI from the student-athlete, the Director of Compliance delivers one copy to the Director of Financial Aid. The Director of Financial Aid and/or the Financial Aid Athletic Liaison then enters the athletic scholarship amounts into the Compliance Assistant Software and applies the athletic scholarship to the prospective student-athlete’s university account. The other copy of the Grant-In-Aid Form is filed in the Compliance Office.

*Please Note:*
- Athletics Financial Aid can only be guaranteed for one year. However, the award can be renewed based upon the recommendation of the head coach and approval of the Director of Athletics.
- Initial athletics award offers to student-athletes must be mailed or faxed through the Financial Aid Office or picked up only for an on-campus signing (no media coverage). They cannot be hand delivered off-campus.
- All head coaches must follow all regulations set forth in **NCAA Bylaw 15** and are responsible for ensuring that all individual and team limits are not exceeded.

During the period of an athletics scholarship, the award cannot be increased, reduced, or cancelled on the basis of athletics ability, performance, or contribution to the team’s success, because of injury or illness that prevents the student-athlete from participating, or for any other athletics reason.

Athletics Scholarships may be immediately reduced or cancelled during the term of an award if the student-athlete:
- Becomes ineligible for intercollegiate competition.
- Gives false or misleading information on his/her application, NLI, or financial aid agreement.
- Engages in serious misconduct that brings disciplinary action from the institution.
- Voluntarily withdraws from the team.

If the head coach decides to cancel a student-athlete’s athletic scholarship during the term of the award due to the student-athlete voluntarily withdrawing from the team, the head coach, student-athlete, and Director of Compliance must complete and sign the Voluntary Withdrawal Form.

An official email from the student-athlete stating his/her decision to quit the team will also be accepted and attached to the Voluntary Withdrawal Form. The student-athlete’s athletics aid will not be cancelled without proper, written documentation from the student-athlete stating that he/she has decided to voluntarily withdraw from the team.
Procedure for Renewing, Non-Renewing, or Adjusting Aid for Returning Student-Athletes

All athletic scholarships are effective for one year. Any student-athlete receiving athletics financial aid during the academic year with eligibility remaining must be notified prior to July 1 of the next academic year whether his/her athletics aid will be renewed, not renewed, or adjusted. This also includes those individuals who may no longer be a member of the team.

- In early to mid-April, the Director of Compliance distributes a list to all head coaches of all current student-athletes with their current athletic awards. Coaches are required to review and amend (as needed) this list by filling out the Request for Athletic Scholarship form for each student. The forms are to be returned to the Director of Compliance by the date listed on the original list given to the coaches.
- If a head coach is requesting that a student-athlete’s award be reduced or cancelled, the head coach must provide supporting documentation as to why he or she is making this request. A meeting with the SWA and Associate Athletic Director is also required for all reduced or cancelled aid request. This request is approved by the Director of Athletics prior to the letter going out to the student.
- Once the Request for Athletic Scholarship forms have been received by the Director of Compliance, all Athletic Aid Agreements and letters of renewal, non-renewal, cancellation, and reduction will be drawn up.
- All letters will be sent to the Director of Financial Aid for approval and signatures and will be mailed out to the student-athletes from the Financial Aid office. For reductions and cancellations, a copy of the appeals process is included with the letter and will be mailed with a return receipt.
- The Athletic Director signs all Athletic Aid Agreements. Copies are then made, and the originals are sent to the Director of Financial Aid for review and signatures. The originals are sent back to athletics for the student-athlete signature or to be mailed out for signatures by Financial Aid. Any other remaining scholarship letters are sent out.

All returning student-athletes receive notification as to the status of their scholarships no later than July 1, per Bylaw 15.3.5.1. The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 before the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and nonrenewals must come from the institution’s regular financial aid authority and not from the institution’s athletics department. (Revised: 1/10/95)

Once the signed Grant-in-Aid Forms are received back in the compliance office, they are logged by the Director of Compliance.

Any initial awards to student-athletes may be done for returning student athletes throughout the year, however, head coaches are encouraged to submit requests for initial awards as soon as possible.
Appeal Policy and Procedure

Any student-athlete has the right to appeal a decision related to his/her athletic aid award. The appeal should be a written request that includes the following:

1. The student’s name, Embry-Riddle student identification number, NCAA Eligibility Center identification number, academic year, and sport.

2. Type and amount of athletic and/or institutional aid received previously.

3. Reasons for the appeal along with any supporting documents.

The appeal must be submitted within 15 days of the date of the award reduction or cancellation notification to the Financial Aid office.

The appeal is addressed to the Financial Aid Appeal Committee.

The Financial Aid Appeal Committee meets as needed if there are appeals to be reviewed. This committee consists of the Director of Financial Aid and four other institutional employees from outside of Athletics.

Once the appeal has been decided, a written notification is sent to the student’s home address by the end of the month in which the appeal was reviewed. This decision is final; there is no further appeal process.

General Procedures

By July 31 of each year, all head coaches must submit a roster of all student-athletes to the Director of Compliance, who forwards it to the Director of Financial Aid.

- Cost of attendance (COA) is defined during the College’s budgetary process, when tuition is set for the upcoming academic year. COA is defined for dependent (commuting from parent home) and independent (commuting from non-parent home) full-time students. Full-time is defined as taking a minimum of 12-credits per semester. The variance in each COA is the living allowance that is defined by the Federal Government, see CFR. No student may receive athletically-related funding and/or federal funding that exceeds the COA for that academic year (Bylaw 15.01.7).

- Each student-athlete is required to submit a form (Student-Athlete Eligibility Questionnaire) detailing all sources of aid they receive other than that from family, along with a statement requiring them to update the financial aid office of any changes. In addition, all student-athletes are required to detail all of their sources of employment along with the accompanying address for the upcoming year as well as how that employment was secured. These statements are required to be on file as of August 15 prior to the start of the academic year. For mid-year transfers, these documents should be on file by December 15.
• The total of all financial aid awarded (merit based, other institutional, athletic, etc.) may not exceed total tuition, fees, room, board and books, for that individual student. The Financial Aid Liaison is responsible for monitoring that each student does not exceed this individual limit.
• Once this information is determined, the financial aid liaison enters all aid for each student into the NCAA Compliance Assistant software. Once all information is entered, squad lists for each team are printed out by the Director of Compliance and given to the Director of Financial Aid, head coach, Athletic Director, and FAR for review and signature.
• Squad lists are forwarded to the Sunshine State Conference office before the first competition for every sport and after any changes. In addition, they are kept on file in the Compliance office. Each week the Director of Compliance runs a report in Campus Solutions detailing the number of credits each athlete is enrolled in. If any athlete has dropped below full-time status, the compliance coordinator notifies financial aid.

Liaisons and Designating Student-Athletes
• All communication relating to athletics must come to the Financial Aid Liaison, appointed by the Director of Financial Aid.
• All student-athletes have an electronic file in the Financial Aid office and a physical file in the Compliance office.
• Each student-athlete file in the Compliance Office has a check off sheet detailing the required items to be housed and a check off date as to receipt of said item. Statements are signed by the Financial Aid Liaison and the FAR detailing whether the aid being awarded is countable or non-countable as per NCAA guidelines.
• This information is entered into the Compliance Assistant system by the Financial Aid Liaison and cross checked to Squad List. To ensure that the Squad Lists are correct, the Director of Financial Aid signs off on all squad lists as well.

Satisfactory Progress and Enrollment Monitoring
Satisfactory academic progress is defined in the College Catalog and the Student-Athlete Handbook. It combines a GPA calculation and a grade level progression. Students participating in the athletic program must maintain satisfactory progress per NCAA guidelines.

The financial aid office monitors Satisfactory Academic Progress for aid eligibility for all student-athletes receiving athletic, institutional and/or federal aid. The Director of Compliance and the Registrar’s Office monitor the satisfactory academic progress of all student-athletes at the end of each semester.
Mission Statement

The function of the ERAU Sports Medicine Department is to provide ERAU student-athletes with the best medical care possible and return the athlete back to school and competition as soon as possible in the safest manner. The areas of emphasis for the Sports Medicine Department will be injury prevention, injury evaluation, treatment, and injury/health education. We dedicate ourselves to providing a safe environment for our athletes to compete in.

Training Room Rules and Regulations

- New student-athlete physicals and needed returner student-athlete physicals must be completed by ERAU Team Physician prior to participation in any practice or event.
- On average, the ICI Athletic Training room is open for treatment at 9:00 am, closed for lunch from 12 pm – 1 pm, and closes at 7:00pm. The Baseball / Softball Athletic Training room will be open in the fall 9:00 am. – 6:00 pm.
- Work with an athletic trainer for an acceptable time to make an effort to complete any extensive treatment or rehabs during the day.
- The Athletic Training room may not be staffed at times due to sport coverage. Refer to the white board on the door for the location of the nearest athletic trainer.
- Athletic trainers are here for your injuries, but not all injuries or soreness require treatment. Injuries will be thoroughly evaluated. A decision will be made on treatments or if the injury needs further evaluation by Team Physicians.
- Athletes must wear proper athletic attire for treatment. This includes proper shorts, shirt, and shoes; jeans are **not** permitted!
- All athletes must shower off before receiving treatment and using cold tubs.
- Bikini tops and bottoms and **not** permitted in the whirlpools.
- Medical privacy laws prohibit photo taking in training rooms.
- Injuries must be reported to the Sports Medicine staff as soon as possible. This allows us to properly log all information and make decisions regarding your athletic injury.
- ERAU Team Physicians will visit the training room once a week. The Sports Medicine staff will determine if you need to be seen during doctor rounds. In-season sports will be seen first if team is practicing during training room rounds.
- After appropriate evaluation, the Sports Medicine staff will decide on the need for scans such as X-Rays and MRIs.
• If the Sports Medicine staff or Team Physicians recommend that you not participate in athletic activities, you will be held out of participation until clearance is granted by that Team Physician.
• If you come to the Sports Medicine staff with an illness/sickness or non-athletic related injury, a referral will be given for you to go to health services. We will follow the recommendation of health services on your return to sport participation.
• Athletes receiving treatment for injuries or surgery must attend any and all treatment sessions until they are cleared by Team Physicians or Sports Medicine staff. Athletes that fail to show up or complete their rehabilitation program may be held out of participation in future athletic competitions.
• Athletes may go for a second opinion. The Sports Medicine staff must be contacted prior to the appointment so that proper insurance procedures are followed. If ERAU Sports Medicine is not contacted prior to seeking a second opinion, all expenses will be at the cost of the athlete, not ERAU Sports Medicine.
• Sports Medicine does not provide towels for the weight room or for showers.
• Items should not be taken from the Athletic Training room without asking a staff member. Any item taken should be returned and cleaned in a timely manner to its proper location.
• Athletes are not permitted to touch the electric stim machines during treatments.
• No bags, drinks, food, or tobacco in the Athletic Training room.
• Athletes have one (1) week from the date of their last practice or game to inform Sports Medicine staff about any athletic-related injury. This includes athletes who quit or are dismissed from the team. After that date, the athlete will be responsible for any and all charges they incur.

Pre-participation Physicals

Any new student-athlete that wishes to participate in practice or competition must complete all needed paperwork and testing and must be cleared by the ERAU team physicians. Until all of the necessary paperwork and testing is complete, the student-athlete is not allowed to participate in any activities.

Returning student-athletes must complete the returning student-athlete packet. Returning student-athletes packets will be reviewed by sports medicine staff, if sports medicine staff finds any “red flags” the student-athlete will be notified to attend a selected ERAU sports physical for clearance. Returning student-athletes can also request a physical if they desire.
The Sports Medicine Department will work with each coach on scheduling dates for their team to receive physicals. We ask that coaches make their best effort to have all needed athletes at the physical date and time. Sports medicine and compliance will schedule mandatory team meetings prior to the physical dates. At this meeting sports medicine paperwork will be completed, policies will be discussed, and any information pertaining to sports medicine will be given and or answered.

Athletes will be directed during the summer from sports medicine staff and/or coach on the procedure of completing paperwork. If the student-athlete misses the designated physical date, he/she will be responsible for paying for their physical through Halifax Hospital. Athletes who missed physical appointments should contact the Sports Medicine Department to receive information on how to schedule their appointment.

On the day of the physical, all athletes must wear proper attire (shorts & t-shirt for males; shorts, t-shirt, and sports bra for females). If an athlete does not show up or is not cleared by ERAU team physician they will not be able to participate in ANY team activities.

Any new student-athlete who has sustained an injury or has a medical condition that was evaluated by a physician within the past two years will need to submit a letter from his/her doctor on signed letterhead stating that he/she is cleared to participate in sports as well as related doctors notes. Returning athletes who were injured over the summer and were evaluated by a physician will also need to submit the same information. If the student-athlete does not submit this clearance letter and information they will not be able to participate in any athletic activities until the Sports Medicine Department receives the needed information.

All new athletes will be required to either be tested for sickle cell trait or show proof of testing and provide results. Baseline concussion testing (ImPact and SWAY) will be mandatory for ALL athletes. Sports medicine will coordinate all testing.

- **New Student-Athlete needed information/testing**
  - Completed Initial Physical Packet
  - Copy of their current insurance card, front and back
  - Proof of sickle cell trait testing or have testing completed at physical
  - Any doctors notes and clearance letters if treated for injury over the past two years.
  - Baseline concussion (ImPact) and SWAY testing
  - Attend sports medicine team meeting and complete needed paperwork
  - Completed physical by ERAU Team Physicians

- **Returning Student-Athlete needed information/testing**
  - Completed Returning Student-Athlete Packet
  - Updated copy of primary insurance card
  - If injured during summer athlete must turn in all related doctors notes and clearance letter
  - Attend sports medicine team meeting and complete needed paperwork
  - SWAY testing
Complete physical if requested by sports medicine

**Insurance Requirements/Coverage**

- Embry-Riddle University requires that all students have individual health insurance. United HealthCare Student Resources (UHCSR) is the insurance carrier option offered by the school.

- Embry-Riddle University Athletics Department requires that the student-athlete’s insurance covers intercollegiate athletics related injuries and/or illnesses. It must be considered the **PRIMARY** insurance coverage for all athletics related injuries.

- The ERAU Athletics Department provides an excess medical insurance policy to assist in the coverage of student-athlete athletic related injuries. This policy is **SECONDARY** to, or in excess of, individual health insurance coverage, and covers only injuries/illnesses/accidents resulting from direct participation in intercollegiate athletics during countable athletic related activities.

- Because of this secondary coverage, any primary insurance company or carrier that is considered secondary in the event of other health insurance (ex. TriCare, Medicare, Medicaid, Coventry, FL Healthy Kids), **WILL NOT BE ACCEPTED** by the ERAU Athletics Department for participation in intercollegiate athletics. In addition, Out-Of-State HMO Medical Insurance Plans **WILL NOT BE ACCEPTED**.

- The Embry-Riddle Athletic Department does not accept any international insurance, including, but not limited to, an international student-athlete’s home country insurance coverage, including policies through HSI and/or Equian, and travel insurance (ex. GOUDA, ISO, ISA). Due to the administrative burden of coordinating foreign health insurance policies, as well as the financial risk placed on both the student-athlete and the Embry-Riddle Athletic Department, international insurances will not be accepted for participation in athletics.

- Dental injury to non-sound and/or non-natural teeth is not covered by the ERAU secondary insurance policy. UHCSR does not cover injury to non-sound and/or non-natural teeth. Additional coverage can be purchased by the student athlete.

- Often, health insurance plans have limited or no benefit outside of your home area except for emergency room visits. It may not cover doctor visits, follow-up care, diagnostic evaluation, and/or surgery. Please contact your health insurance company to verify that you have medical coverage outside of your home area. Many companies will provide ‘away from home’ coverage with pre-planning and some advanced paperwork. If the student-athlete’s insurance coverage is through an HMO or managed care, the Embry-Riddle Sports Medicine Staff encourages changing the student-athlete’s Primary Care Physician (PCP) to the ERAU Team Physician:

  **Roy Lemaster, MD**  
  201 N. Clyde Morris Blvd, Suite 200  
  Daytona Beach, FL 32114  
  Phone: (386) 254-4166     Fax: (386) 254-4339
• The Embry-Riddle Sports Medicine Staff must receive any changes to a health insurance policy within 30 days of change. Note, that many policies renew or change January 1st. If proper notification is not received, the Embry-Riddle Athletics Department will not be responsible for delays in payment, collections notices, credit reports, etc. that occur.

• If the student-athlete does not have primary insurance coverage at the time of injury, the Embry-Riddle Athletic Department will not be responsible for ANY and ALL charges relating to the injury.

• Embry-Riddle University will not pay individual or family health deductibles. If the primary insurance has an individual or family deductible, the student-athlete/parent/guardian is responsible for all charges until the individual or family deductible is met.

• If the student-athlete is covered under a Secondary Insurance Plan, Dental and/or Vision Insurance Plan, please fill out the Policy Holder Insurance Form for each additional insurance the student-athlete is covered under.

• Please check the option below that coincides with your chosen health insurance coverage for the upcoming academic and athletic year. Please note, this DOES NOT waive the student athlete from the University Insurance Plan. You must notify the University of your intent to waive out.

Health Insurance Portability and Accountability Act (HIPAA)

Patient Privacy Laws

Athletes must sign an authorization form for information to be released to coaches, parents, media, physicians and sports medicine.

ERAU Sport Medicine Policies

• Due to the scope and depth of ERAU Sports Medicine policies they can be found online at:

Student – Person - Player